

Coordinating Committee September 11, 2007

In Attendance:	Cindy Johnson	Calvin Ross	Jim Henkel
Jean Marie Taylor	Catherine Miller	Candace Brownlee	Pam Westerdahl
Doug Salokar	Dana Rosenberg	Kathleen Collins	Deanna Welchel
Rachel Stivers	Chris Riley	Barb Borg	Allan Saaf
Ed Carroll	Paul Folger	Brad Thomas	Steve Rummel
Kim McHale	Melanie Gray		

Meeting was called to order by Cindy Johnson

Action Committee Reports

A. Developmental Education Tracking – Steve Rummel

They hired a programmer to make the stars. The resulting program was not as user friendly or flexible as desired. Steve has been working hard to write a program and has found a lot of free sources on the internet to assist with it. The student success team is trying to make progress. They will have more examples at the next meeting.

B. Campus Communication – Kim McHale

Team will be meeting this week, September 12. The finalized recommendation for action items included: Employee Newsletter, Open Houses, Roundtables, Social Directors, Staff Faculty Lounge area, and Administrative Assessments (Instruction pilot only). The Admin Assessment went well. John, who will continue on as Formal Sub Committee Leader, is working on a report of the usefulness of the assessment pilot and whether we should do it again. Jill Blair will oversee the informal plan of attack. Candace Brownlee and Barb McLaughlin-Olson are splitting leadership for the scheduling team.

Kim is happy with meeting project goals in general, but has mixed feelings on the scheduling issue. The scheduling sub team did a lot of research on a closing down time of the college. It says it should not be Friday, however, at the AQIP Meeting 3, the popular time to have it was Friday afternoons. She is asking for some advice. It was asked if this all campus time would be for Student events or Faculty/Staff events and at this time Kim said the team was looking at scheduling only for Faculty/Staff events.

Suggestions to Kim: Don't disregard the research. Maybe pick a time on T & TH between 1-2:30 and try to avoid scheduling classes then for the summer and fall and see if it would work. Nursing could only do it on M or W 12-1 or Fridays because of clinicals. There will never be a perfect time for everyone and the time won't be set in stone if it doesn't work out at first.

Kim will take the suggestions back to the committee and let them get started. She said the goal is to make a time where everyone would be able to do it or at least most employees.

C. Faculty Academy – Paul Folger

Paul reported of there were 2 sessions last academic year, One in the fall that was a 5 week 10 hours session for new or newer faculty that went through different topics. And one in the Spring with Continuing faculty that was 5 weeks 10 hours session that went through topics such as, professional development, assessment, etc. The Group did a follow up survey and each group reported they got a lot of out if.

Ed, Jamie and Paul put together a document for the IDC to run it. A group of 8 people were in the sessions for the Fall 2007. They want to continue it and institutionalize a final follow up evaluation with previous groups to see if it was helpful and if there is anything that they learned that they are using in their classroom.

This group is just about done and getting ready to move on.

D. Student Success – Brad Thomas (co-chair)

Brad handed out two different copies of the Charter, which might make it clearer of what they are doing. The White copy is the original charter and the green copy is the revised copy of the charter.

Questions were raised about how they are measuring student success. A part of student success will be measured by student's semester GPA, proportion of classes the student completed during the semester with a grade A, B, or C, etc.

Brad said this measurement of student success was based on the components presented during the Coordinating Committee May 2007. He was going to bring it out, but was told not to worry about it since time was a little short. Paul would like to see a list of things that they used to come up with the criteria. He also had a few other questions: Did you perform a pilot study? They are collecting data this fall and addressing the components and giving it a trial run. What can we do to help? Resources, advice to help move it along etc. There are two sub teams looking at the data. Brad encouraged the committee to review the original and the revised charters, then provide any concerns

The sub team measuring student success from an institutional perspective will be providing research data relating areas such as registration and course placement with new student retention, etc. This is just a small portion of what influences/constitutes student success; recommendations will be provided in the final project report suggesting other areas that can be addressed.

Brad said he would like to learn more from Kathleen about her take on it. But they were going by the criteria of what was given to them as a group.

Brad also handed out a progress report on the action project 2, which is a charter for Student Success. It had the Charter Revisions, Institutional Perspective sub team update, the student perspective sub-team update, which included a summary of activities since last report and progress on the team toward meeting the goals, as well as some challenges the committee is facing. He did not get to go over all of this, but it was in the handout.

Minutes from August Meeting

A. If there were any questions or problems please email Cindy Johnson

Coordinating Committee Sub Committee Reports

- A. New Action Projects – Committees haven't met yet
- B. Quick Fixes – Met last week, the new chair is Jean Marie Taylor. She emailed everyone to ask for feedback about goals and where they are at. Any suggestions they will bring it back to this group. The sub teams can go outside to get more help.
- C. Informational Committee – Meets September 12, will have more information later.

Old Business

- A. Action Project Charters – Pam - Develop a fully engaged placement center mandated by ICCB. This should be part of it. What is a fully engaged placement center, build on what we have.
Dana thinks it is a great focus and did a good job of narrowing it down, specific, measurable, simple, understandable and doable.
Candace – Charter – In Progress, email & discuss through email prior to the next meeting.

New Business

Action reports come out & email a few days before the meeting and define what 3 things we are expecting.

Next Meeting

Tuesday, October 16, 2007 at 3:00pm. Holding 1 ½ hours for the meeting.

Meeting adjourned at 3:40pm