

Coordinating Committee November 20, 2007

In Attendance:	Cindy Johnson	Calvin Ross	Dana Rosenberg
Johnny tenBroek	Pam Westerdahl	Jean-Marie Taylor	Doug Salokar
Allan Saaf	Chris Riley	Kathleen Collins	Catherine Miller
Melanie Gray	Kim McHale		

Meeting was called to order by Cindy Johnson at 8:30am.

Quick Fixes

It was asked if a list of acronyms could be compiled and turned to Quick fixes. JMT will take care of it.

Action Projects

Alan recounted the following:

- Faculty Academy wrapped up work. The AQIP project is concluded.
- Student Success & Student Developmental Tracking could possibly be merging on a retention project. It hasn't been decided yet. We want their input on how they want to move forward.
- Both projects will continue in some form or another.
- Communications Committee will continue through April.
- The Cornerstone project is beginning curricular development.
- Assessment Academy – Assessment of Student life of the college wide initiatives.
- Career Center project
- Outreach Recruitment – Candace B. – Hold off on this because Candace is Busy.

Three to Four projects need to be going at all times.

Report from Assessment Academy Projects: Bring in under AQIP Do we have to go through the charter? HCC is held accountable whether it has one or not. What we call a charter is an internet document and may not be a separate document. The template refers to a specific item – Yes we have to write something for AQIP if it's an AQIP Project. We may not want to take on the oversight except what we adapt. We are still feeling the way. The Assessment project will go ahead in some form or another.

The question arose: What role will the Assessment Committee be playing within the assessment Academy? At this time it is being explored. Assessment Committee is our institution only. Assessment Academy is the larger question of assessing and curricular change - the cornerstone project. Assessment Committee deals with large questions the interest in looking more globally within the college. Assessment sees big changes.

Campus Communications Committee

Formal Sub team – The faculty Senate is still in the works but not ready to bring to the table yet. They would like to see the Faculty Forum, Administrative Forum, ProTech Forum and Classified Forum form again. “Like a Phoenix Rising through the Ashes”

Informal Sub team is now part of Employee Development Team (EDT) and working on the projects – Open houses etc. 360 evaluations.

Scheduling Team – has met a couple of times and has **a recommendation**:

- Block time – 2 hour block on Fridays
 - 11:00am – 1:00pm or 12:00pm – 2:00pm
- 1 year trial – starting date TBD.
- Availability of services determined by service area
- No Mandatory Presence
- 2 Fridays/month reserved for specific gatherings
 - 2nd Friday of Month – College meetings such as College Assembly, Senate(s) Forums
 - 4th Friday of Month – Social Gatherings – Potlucks, Division/Department Open houses etc. EDT is working on those
 - Not used for Division/department meetings
 - CAS & AC meet on 2nd & 4th Fridays following with reserved Friday Gatherings
- 2-3 Fridays/month (1st, 3rd, & 5th) left open for employees to meet, dialog amongst themselves as needed. i.e. book clubs, informal meetings etc.

The scheduling team came up with the days and times from the AQIP conversation where employees overwhelmingly wanted Friday at Lunch. When the Associate Deans were asked they also chose Fridays. If nobody shows up, this can be revisited again with new a new committee of people.

It was asked how it would be decided of what goes on the specific days and it was suggested that it would be decided by the coordinating committee, cabinet and associate deans as to what is best.

There was a question raised about keeping the college open or close for a period of time & the suggestion is that each area decides, what they do already for assemblies is okay.

This body is ready to decide. Is there any reason why this should not go? Can we put this on the agenda?

Dana said she likes it and makes a motion to pass it.

Johnny wants to see the changes before it goes through.

Jean-Marie 2nds the motion.

They have asked that Kim put at the top of the recommendation the reason for it. What is the goal? Make it clear and articulated.

Cindy J will take it to Alan for Formal recommendation and proposal
Everyone was in favor; no one said they were not.

The 2nd Recommendation:

We recommend that instructional supervisor feedback occur annually. We also recommend more communication on their purpose and use. Based on this success we encourage other groups at the college to consider it.

These would stay anonymous. Student services would consider this in the future. There is a concern from other college areas because there are few people in them. It was said that in Kathleen's area that they wrote one together so she didn't know who said what. They felt it worked just fine. Feedback said let's continue it and try to include adjunct next time. Questions were asked about who would do it and how would it get done etc. We are only recommending this, if they decide not to do it that is up to them. Kim stated that they don't have the power to make the nitty gritty decisions. This should be taken to cabinet and let them decide.

The 3rd Recommendation:

We recommend Quarterly College Assemblies.

New Action Projects:

Pam Charter to develop a fully engaged placement center mandated by ICCB. Please review this and send any questions or any major concerns in an email to Cindy Johnson. This way you can come prepared to say Yes or No to the charter. We can try to do a vote in the email as well since there is not much time between now and February.

It was suggested to add another meeting if we needed to. The December meeting will just be us. We need to work on the wording that will go to all new charters. Also have a discussion who is going to be included. Discuss Placement center, Assessment Academy and Review the two recommendations that Kim has brought to the table.

Next Meeting

The next meeting will be Wednesday, December 12, 2007 at 1:00pm-2:00pm in ICB 2302.

Meeting adjourned at 9:30am.