

Coordinator Committee Meeting  
February 15, 2008  
1:00 pm

Present: Paul Folger, Tom Corcoran, Cindy Johnson, Catherine Miller, Dana Rosenberg, Allan Saaf, Johnny ten-Broek, Kathryn Waterkotte, Pam Westerdahl,

Meeting was called to order by Cindy Johnson.

Minutes from December 12, 2007 were approved.

#### 1) Coordinating Committee Sub-Committee Reports

**Action Projects** No Action Project Committees were in attendance. Cindy Johnson will email the reports to the entire Coordinating Committee. Because none of the committees' representatives could make it this month, it was agreed that the action projects will report during the March and May meetings rather than February and April.

**Quick Fixes** There was further discussion concerning Quick Fixes and determining what qualifies as a quick fix or new project. Johnny ten-Broek expressed a need for new people on the team. After further discussion it was decided that Johnny ten-Broek would contact the members and recommend disbanding the team and forming it into an ad-hoc committee. He would act as contact member for the Quick Fixes committee.

**Information Committee** Cindy Johnson and Dana Rosenberg reported that the Information Committee was making progress on the content and structure of the website and that Marketing was involved in the overall formatting. The deadline for the website to be online is the end of the semester.

#### 2) Career Placement Center

Allan Saaf reported that the Career Placement Center project had the Cabinet's support and was moving forward.

Paul Folger discussed sending the Career Placement Center project document to a few other AQIP institutions for review and feedback. It was agreed that he, Pam Westerdahl and one other member research and decide on two to three AQIP member institutions to forward the document to by the end of the semester. Paul Folger indicated that this is an informal review process.

Suggestions/recommendations from these institutions are for consideration; no action is required.

### 3) Projects for Spring 08

**Newsletter** Cindy Johnson reported that articles for the Newsletter were to be submitted to Tom Corcoran by March 20, 2008. The Newsletter is to be ready for distribution by March 24, 2008.

**Campus Conversation Day** Paul Folger presented the draft agenda for Campus Conversation Day IV to be held on March 28. He and Dana Rosenberg will compile data for the discussion session on Student Engagement and Student Satisfaction. He welcomes any comments on the agenda and would like the final agenda available by the end of the month.

**Committee Sub-committees** Cindy Johnson distributed sign up lists for the sub-committees. There was discussion concerning who was currently serving on the Coordinating Committee and Sub-committees. Cindy agreed to email the current list to the members along with the sign up sheet for the sub-committees. Members are to respond as to the sub committee(s) on which they wish to serve.

**Systems Portfolio** Paul Folger discussed the Systems Portfolio; the purpose of which is to demonstrate to AQIP how HCC performs/functions within 9 AQIP categories. Discussion centered on assembling writing teams to address each category and assist with the narrative. Cindy Johnson suggested the teams be in place by the end of the semester.

Paul Folger shared that the completed portfolio will be public and will be available on the HCC AQIP website and the AQIP organization's website.

Next meeting will be March 5, 2008. (Other spring meetings are April 2 and May 7.)

Meeting adjourned.