

Coordinating Committee
Meeting Minutes
March 5, 2008
ICB 2700

Present: Barb Borg, Kathleen Collins, Tom Corcoran, Paul Folger, Cindy Johnson, Chris Riley, Dana Rosenberg, Calvin Ross, Doug Salokar, Johnny tenBroek, Kathryn Waterkotte, Pam Westerdahl.

Meeting was called to order by Cindy Johnson at 8:05 a.m.

Minutes from February 15, 2008 were approved with corrections noted.

1) Coordinating Committee Sub-Committee Reports

Action Committees-Cindy Johnson distributed reports from the Developmental Education Tracking Team, Student Success Team and Campus Communication Team. Paul Folger requested that Cindy Johnson contact the chairs of the Action Committees regarding a projected wrap-up date of April 2, 2008 and ask they attend the April 2, 2008 Coordinating Committee Meeting to report on the status of their projects/reports. It was agreed that the Final Action Project Reports would be due May 7, 2008. Cindy Johnson is to notify the chairs of the report deadline.

New Action Projects-Cindy Johnson reported that the sub-committees for new action projects have not yet met. Pam Westerdahl indicated that Campus Conversation Day would provide strategic opportunities to recruit for these sub-committees and to identify new action projects.

Quick Fixes-Cindy Johnson reported that Quick Fixes has been formed into an ad-hoc committee with Johnny tenBroek acting as contact member.

Information Committee-Cindy Johnson and Dana Rosenberg reported that the Information Committee was making progress on the website. The deadline for the website to be online is the end of the semester.

2) Career Placement Center

Pam Westerdahl reported a change in project title to "Defining a Comprehensive Career/Placement Process." They are finalizing the project document and are preparing to send it to 3 institutions for feedback. Tom Corcoran will post the final document on the AQIP website. Pam Westerdahl indicated that Mary Beth Trakinat is willing to act as project sponsor.

3) Projects for Spring 08

Newsletter-Cindy Johnson reported that to date no articles have been submitted to Tom Corcoran for the newsletter. The newsletter is to be printed and sent prior to Campus Conversation Day on March 28. She encouraged members present to submit articles for the newsletter.

Campus Conversation Day IV-Paul Folger reported that the agenda for Campus Conversation Day IV is set. Cindy Johnson indicated that someone needs to be responsible for compiling the invitation list, sending out invitations, and maintaining an rsvp list. Paul Folger indicated that Marsha Heustis had a list and had already sent out invitations. He suggested that Cindy Johnson follow up with Marsha Heustis. Dana Rosenberg, Cindy Johnson and Paul Folger will be responsible for publicity content.

Systems Portfolio-Paul Folger, Tom Corcoran and Padriac Shinville attended a training program on the Systems Portfolio in Lisle, Illinois. Paul Folger outlined the format for the Systems Portfolio. Paul Folger and Padriac Shinville will be formally responsible to the Coordinating Committee for the portfolio. Discussion centered on assembling 2-3 person teams to act as one voice in gathering evidence and addressing 1 of the 9 categories. Teams should be comprised of faculty from the English department, committee members and external constituencies. Padriac Shinville and Paul Folger will follow up on final team formation. Steve Herald will assist in fine-tuning the final document. Paul Folger provided a brief description of the report/portfolio. He emphasized that the report and its review represent an opportunity for continued quality improvement. Pam Westerdahl thanked them for their work. Dana Rosenberg moved to formally accept the format for the portfolio presented by Paul Folger. Pam Westerdahl seconded. Motion passed.

New Action Projects-Cindy Johnson reported the need for people to work on new action projects. The current action projects will all end in May. Paul Folger recommended that replacements be identified in September. October would be the latest to have sub-committees formed and ready to begin on new action projects. There was discussion concerning the further development of the Student Success and College Readiness action projects and how the new sub-committees will proceed.

Membership List-Cindy Johnson and Dana Rosenberg will locate and review a current membership list.

Next meeting will be April 2, 2008. (Final meeting of semester is May 7, 2008).

Cindy Johnson adjourned the meeting at 8:50 a.m.