

Coordinating Committee
Meeting Minutes
April 2, 2008
ICB 2700

Present: Barb Borg, Tom Corcoran, Paul Folger, Catherine Miller, Dana Rosenberg, Allan Saaf, Padriac Shinville, Rachelle Stivers, Johnny tenBroek, Kathryn Waterkotte, Pam Westerdahl.

Meeting was called to order by Dana Rosenberg at 8:03 a.m.

Minutes from March 5, 2008 were approved with spelling correction of Johnny tenBroek's name noted.

1) Action Committees

Dana Rosenberg distributed reports from the Student Success and Campus Communication teams. Barb Borg suggested that the report was not clear regarding the date/time scheduled for departmental/division meetings. Meetings are scheduled for the first Friday of each month from 12:00 pm to 2:00 pm and not the entire day. Pam Westerdahl indicated that the meetings are not mandatory and are up to the discretion of the department chair. There was discussion concerning developing a calendar/schedule for the meetings.

2) Coordinating Committee Sub-Committee Reports

New Action Projects-The new sub-committees have not met. Nothing to report.

Information Committee-Dana Rosenberg and Tom Corcoran were prepared to show the website; due to technical difficulties and time constraints they were unable to access it. Tom Corcoran later emailed the site address to the committee members who could then view it.

3) Campus Conversation Day

Paul Folger reported that 75 people attended with 28 expressing an interest in learning more about AQIP. Paul also reported that 47 evaluations were submitted and overall it was positive. Paul will do a more in-depth review and will put together an evaluation report for posting on the website. Barb Borg reported that she had gotten positive feedback about the event. For future conversation days, Alan Saaf proposed that the committee consider devoting more time at the beginning acquainting the group with AQIP. Perhaps spend the first 5-10 minutes describing/outlining the program. Johnny tenBroek suggested a need to be more explicit with what to do with the case studies. Dana Rosenberg said there were fewer full time faculty in attendance than in the past. There was discussion on the need to reinvigorate interest in whole process and reach out to those who didn't attend. It was decided that the committee members would seek opinions from colleagues concerning campus conversation day and report back at the May 7th meeting.

4) Career Placement Center Project

Pam Westerdahl reported that there was interest in serving on the action project team. In the fall it will be classified as an official project with the title "Defining a Comprehensive Career Placement Process."

5) Systems Portfolio

Padriac Shinville distributed a Systems Portfolio outline/map. He reported permission had been granted to recruit 9 teams of 2 people to collect information for each of the categories. Rachel Hills and another faculty member will be the "primary authors." Tom Corcoran will work on putting the portfolio online. By June, 2008, Paul Folger and Padriac Shinville will have the institutional overview complete and have 4 teams identified. Beginning in the fall, the newsletter will have a monthly focus. For example in the August newsletter focus on distinctive objectives, another month include surveys to gather input from stakeholders. The goal is to have 100 pages written by April. The portfolio is due June, 2009.

6) New Action Projects

Dana Rosenberg expressed the need to solidify the process for new action projects. The Action Projects Committee needs to meet to formalize the process of putting together a charter. Pam Westerdahl will contact Doug Salokar, chair of the committee to call a meeting. Paul Folger indicated that there are 1 or 2 new action projects of interest based on the campus conversation day information.

Next and final meeting of spring semester is May 7, 2008.

Meeting adjourned.