

**New Action Projects
Meeting Minutes
March 17, 2009 9:00 AM – 10:00 AM**

Present: Linda Graves, Randi Sutter, Johnny tenBroek, Debbie Chiaventone, Colleen Reynolds, Jill Blair, Raegan Rinchiuso, Dale Anderson, Pam Westerdahl (Chair)

Regrets: Doug Salokar, CJ Wissmiller

Initial Meeting of Reorganized New Action Projects (NAP)

Following introductions, Pam shared a brief history of HCC's participation in AQIP and a summary of the purpose of the New Action Projects team as a sub-committee of the Coordinating Committee. To familiarize members with guiding principles, members present were provided with the following handouts:

- *How Action Projects Function in AQIP*; www.aqip.org
- HCC Mission, Goals and Purposes; www.heartland.edu
- *Principles and Categories for Improving Academic Quality*; 2005 Academic Quality Improvement Program, The Higher Learning Commission
- AQIP Coordinating Committee New Projects Process, HCC draft document dated August 10, 2007/drr

New Projects Process

Members began the review of the AQIP Coordinating Committee New Projects Process. Progress is noted on the attached draft document, with revisions shown in blue type.

NAP Communications

It was agreed that effective communication will be critical to meet the team's goal of soliciting College-wide support in generating new action project ideas. All members accepted responsibility for getting the word out and viewed "face to face" and e-mail communications as the most effective. Other means of disseminating information and gathering input include, but are not limited to, articles or notices in *The Spectator*, *The HEN*, the portal, the *Close Up On AQIP* newsletter, College assemblies, and Division meetings/written updates.

Members acknowledged that many have heard negative comments about AQIP. After discussing various ways to address the issue, it was decided that this is not a direct obstacle to NAP's success, nor is it one which can or should be addressed by NAP.

Meeting Schedule

Members agreed to meet once per month at a regularly scheduled time. Pam will use the Outlook Scheduler to search for the most opportune time and will send appointments.

Until such time as the New Projects Process document is complete, members agreed to meet every 1 – 2 weeks. Pam will arrange appointments.

3/17/09 pw