

**AQIP New Action Projects**  
**Meeting Minutes**  
**March 31, 2009 9:00am – 10:00am ICB 2000**

I. Present: Dale Anderson, Jill Blair, Debbie Chiaventone, Linda Graves, Colleen Reynolds, Raegan Rinchioso, Randi Sutter, Johnny tenBroek, Pam Westerdahl (Chair), CJ Wissmiller

Absent: Doug Salokar

It was noted that Doug Salokar's schedule will not allow him to be present at meetings. As a valued member of the team, it was suggested that all information be forward to Doug and he be allowed to participate via e-mail. Pam Westerdahl will check with Doug to verify his willingness to participate in this manner.

II. Minutes of the March 17, 2009 meeting were reviewed and unanimously approved as presented.

III. New Action Projects Process

The draft of the process was reviewed. Agreed upon changes are reflected in the new draft document dated 3/31/09. This document will be presented to the AQIP Coordinating Committee for review.

Upon final approval of the New Action Projects Process, team members believe it would be beneficial to revise the current (or develop a new) HCC AQIP Action Project Charter form that will reflect the process requirements and be used consistently in all new submissions. If directed by the Coordinating Committee, the NAP team will develop a draft form for Coordinating Committee consideration.

Team members discussed the upcoming Campus Conversation Day scheduled for Friday, April 10<sup>th</sup>. It was decided that Pam Westerdahl will present an overview of the purpose and process for developing quality improvement projects and solicit ideas. All attendees will be provided with:

- a handout noting team membership and summarizing the project evaluation process; and
- a short form for participants to submit ideas, including contact information.

Jill Blair will develop the handout. Pam Westerdahl will develop the short form.

At the next NAP team meeting following the Campus Conversation Day, members will review ideas submitted, develop themes if/as appropriate, and develop a plan to follow through on all ideas. It was agreed that it is imperative that all individuals who submit ideas be contacted and thanked for their participation and advised of next steps.

Team members agreed that representation of all College employment groups in the generation of ideas and project support is critical. If, upon review of Campus Conversation Days participation, it is believed that all groups were not equally or reasonably represented, NAP team members will ask to meet directly with the various employee forum groups.

IV. Action Project Charter – Retention Planning

The Project Charter for Retention Planning, dated June 19, 2008, was distributed and briefly reviewed. Pam Westerdahl will seek direction for action, if deemed appropriate, from the Coordinating Committee.

V. Meeting adjourned at 10:00am. The next meeting date is Tuesday, April 14<sup>th</sup>, at 9:00am.