

**AQIP New Action Projects**  
**Meeting Minutes**  
**April 28, 2009 9:00am – 10:00am**  
**WDC 1212**

I. Present: Dale Anderson, Linda Graves, Colleen Reynolds, Raegan Rinchiuso, Randi Sutter, Pam Westerdahl

Absent: Jill Blair, Debbie Chiaventone, Doug Salokar, Johnny tenBroek, CJ Wissmiller

II. Minutes of the April 14, 2009 meeting were reviewed and approved as presented.

III. New Action Projects Process

The Coordinating Committee will meet on May 1<sup>st</sup>. Randi Sutter agreed to present the draft document to Committee for review. Recommendations for consideration include:

- Elaborate on responsibilities of CC outlined in last paragraph (“Upon acceptance by the Cabinet, the Coordinating Committee ...)
- Expand to include responsibilities of the Action Project team, i.e. meetings, reporting (to whom, in what format, web presence), inclusion and expectations of Sponsor, etc.
- Expand to identify sequence of steps necessary to officially and effectively finish a project (presentation to Sponsor and Coordinating Committee, written document, ??)
- Develop plan for implementation, including identification of resources required, most notably the ‘human’ resources
- Communicate to the College and, as appropriate, the community

It is also suggested that a representative AQIP group be sent to a more mature AQIP institution such as Joliet Junior College to learn more about how to effectively end an Action Project and ensure implementation that will lead to the systemic change desired.

IV. Action Project Charter – Retention Planning

Randi Sutter will bring a recommendation to the Coordinating Committee at the May 1<sup>st</sup> meeting. The NAP sub-committee recommends that the Retention Planning Action Project not be required to re-submit its charter according to the process (above) currently in draft form in the belief that it would place an undue burden on the action team and potentially delay progress on its stated goals.

V. Review Assigned NAP Ideas

Linda Graves spoke with Kathleen Riepe, Sue Koos, and Kym Ammons-Scott regarding ideas related to senior citizen outreach and/or involvement and provided a recap (attached.)

All other ideas were discussed as a group. Randi Sutter will bring a recommendation to the Coordinating Committee at the May 1<sup>st</sup> meeting as follows:

The NAP team asks for direction from the Coordinating Committee on the Action Project ideas to be pursued at this time. The recommendation is to proceed with the development of charters as follows:

- A second level project related to “communication” if deemed appropriate according to feedback received at the Campus Conversation Day.
- New project ideas identified at the Campus Conversation Day (color coded on summary sheet)
  - Green Energy/Leadership (4 submissions)
  - Online Learning (2 submissions)
  - Senior Citizen Outreach/Involvement (2 submissions)
  - College Readiness (2 submissions)

The NAP team recommends the project idea entitled “Adjunct Development Opportunities” be forwarded to the Quick Fix Sub-committee for follow through as it appears to be a request that could be addressed through the Faculty Academy.

Team members agree that it is important to follow up as quickly as possible with every person who submitted or co-authored an idea at the Campus Conversation Day. Direction on who should follow up (Coordinating Committee or NAP) is requested.

The NAP team asks for verification of the format to be utilized in the completion of charters for new action projects.

- VI. Review Unassigned NAP Ideas  
Tabled pending response from Coordinating Committee on above recommendations (Item V above).
- VII. Next Steps (NAP Process)  
Tabled pending response from Coordinating Committee (Item III above)
- VIII. Next Meeting Date – May 12, 2009; 9:00 – 10:00AM

**End**

Kathleen Riepe

Adjunct Development opportunities

- Offer programs for adjuncts at the college on Saturday mornings from 9-12am
- Programs would be pedagogical and teaching strategies, learning styles etc.
- All adjuncts from all department would be invited
- Adjuncts are paid well for their time
- Speakers could be brought in from other colleges in the area
- Full-time person who organized it receives 3 ECH.
- Other contacts: College of Lake County

Sue Koos

Senior Citizen outreach

- Purpose would be to keep elderly in their homes longer, rather than nursing home
- The plan would save money
- Students in the College would go to homes of the elderly to deliver services, such as nursing, accounting, other skilled professions
- Elderly people could be found from advertising in doctor's offices for example
- All services would be free of charge
- They already have a proposal done
- Essentially a service learning opportunity. Benefits to the elderly as well as learning for the students
- Other contacts: Lisa Sharp, Sybil Fears

Kym Ammons-Scott

- May provide a way to get senior citizen and taxpayer to become invested in the College
- Community assessment
- Determine needs of the senior citizens
- Volunteer opportunities for senior citizens at the College
- Volunteer opportunities for HCC students serving seniors
- Community ed classes targeting seniors
- Improving the College's reputation among senior citizens in the community