

**AQIP New Action Projects**  
**Meeting Minutes**  
**May 12, 2009 9:00am – 10:00am**  
**ICB 2400**

- I. Present: Debbie Chiaventone, Raegan Rinchioso, Doug Salokar, Randi Sutter, Pam Westerdahl
- II. Minutes of the April 28, 2009 meeting were reviewed and approved as presented.
- III. Coordinating Committee Direction  
Randi Sutter reviewed the Coordinating Committee meeting of May 1. Randi's written summary is attached. The NAP team agreed to action as follows:
- A. New Action Project Process (Draft)
- The New Action Project Process requires clarification in one area -- the step between "Generating Ideas" and "Evaluating Projects." The NAP team is requesting formal direction from the Coordinating Committee prior to engaging in the process of developing a charter.
  - Pam will place criteria for "Evaluating Projects" taken from the New Action Projects Process on the web site. The NAP team will draft wording for presentation to the Coordinating Committee.
  - The NAP team will send an e-mail college-wide directing all to the web site and promoting the ongoing sharing of ideas suitable for consideration as an AQIP new action project.
- B. Project Completion Process  
It was agreed the development of a process for the completion of a project and communication of project progress as well as completion are functions of the Coordinating Committee.
- C. Retention Planning Action Project  
The NAP team will work with the Regional Planning Action Project team to complete the (revised, see below) Action Project Charter.
- D. 2<sup>nd</sup> Level "Communication" Action Project  
It was generally agreed that a 2<sup>nd</sup> level of an action project related to "Communication" is needed. This will be discussed further by the Coordinating Committee and direction will be provided in the near future.
- E. Action Project Form  
The NAP team will revise the Action Project Charter form to include a section on "Implementation and Sustainability."
- IV. Summer Schedule  
Team members agreed that it would be beneficial to continue meeting on a monthly basis in the summer. Pending full membership approval, a tentative schedule was set with the day remaining as the 2<sup>nd</sup> Tuesday with a change to a 10a – 11a time.
- V. Next Meeting Date – June 9, 2009

**Submitted by Pam Westerdahl**  
**May 22, 2009**