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

I. Present: Debbie Chiaventone, Raegan Rinchiuso, 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. 2nd Level “Communication” Action Project
   It was generally agreed that a 2nd 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 2nd Tuesday with a change to a 10a – 11a time.

V. Next Meeting Date – June 9, 2009

Submitted by Pam Westerdahl
May 22, 2009