I. Present: Jill Blair, Debbie Chiaventone, Colleen Reynolds, Pam Westerdahl

II. Minutes of the May 12, 2009 meeting were reviewed and approved.

III. New Action Project Process (Draft)
A. Members present agreed that an additional step further defining process of identifying ideas suitable for AQIP action projects should be added to the New Action Projects Process. Recommended verbiage is attached (highlighted) and will be forwarded to the Coordinating Committee for consideration.

B. The delivery of an e-mail to be sent College-wide promoting the ongoing sharing of ideas suitable for consideration as an AQIP new action project was postponed until September to be more inclusive of faculty and seasonal staff.

IV. Action Project Charter
Members present reviewed the current HCC AQIP Action Project Charter form and suggested changes in an attempt to clarify the information requested and align the form with the “SMART” goal setting process. A draft of the recommendations is attached and will be presented for further review and refinement at the next NAP sub-committee meeting.

V. Tabled for Future Action
A. Retention Planning Action Project – Pending approval of revised Action Project Charter form

B. 2nd Level “Communication” Action Project – Pending direction of Coordinating Committee

VI. Next Meeting Date – September 8, 2009 at 9:00am

Submitted by Pam Westerdahl
July 14, 2009