

AQIP New Action Projects
Meeting Minutes
September 8, 2009 9:00am – 10:00am
ICB 2700

- I. Present: Dale Anderson, Jill Blair, Debbie Chiaventone, Linda Graves, Colleen Reynolds, Raegan Rinchiuso, Doug Salokar, Randi Sutter, Pam Westerdahl

- II. Minutes of the June 9, 2009 meeting were reviewed and approved.

- III. New Action Project Process (Draft)
 - A. Members present reviewed the process and unanimously agreed to bring it to the Coordinating Committee with a request for approval. Pam Westerdahl will provide to Doug Salokar for inclusion on the next Coordinating Committee agenda.

 - B. The development of an e-mail (previously discussed and tabled) to be sent College-wide promoting the ongoing sharing of ideas suitable for consideration as an AQIP new action project was discussed. Given that there is not a current need for new action projects and that ideas submitted at the last Campus Conversation have not yet been addressed, a concern was raised that it may be inappropriate and potentially detrimental to send an “idea solicitation” e-mail at this time. The consensus opinion was to recommend that the Coordinating Committee send a campus-wide e-mail update on continuing projects, providing a brief overview of new projects in development and encouraging the submission of new ideas for consideration.

- IV. Action Project Charter

Minor changes were discussed and made as approved by the membership. Members present agreed to bring the revised charter to the Coordinating Committee for approval. Pam Westerdahl will provide to Doug Salokar for inclusion on the next Coordinating Committee agenda.

- V. New Action Projects
 - A. Retention Planning Action Project – Upon approval of the Action Project Charter (above), a NAP team member(s) will be designated to act as liaison/mentor in the completion of the charter for this project which has already been conceptually approved by the Coordinating Committee.

 - B. 2nd Level “Communication” Action Project – Direction from the Coordinating Committee is needed to develop an appropriate course of action.

 - C. Climate Action Plan – Team members agreed this idea meets the general guidelines and aligns with ideas submitted at the last Campus Conversation Day. Per the NAP Process (draft/unapproved), the idea will be taken to the Coordinating Committee for direction on how to proceed.

- VI. Meetings will be scheduled on the second Thursday of the month from 9a – 10a; subject to change at team members’ request and with approval of the membership. The next scheduled meeting is October 8th.

Submitted by Pam Westerdahl
September 11, 2009