

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

- I. Present: Dale Anderson, Debbie Chiaventone, Raegan Rinchioso, Doug Salokar, Randi Sutter, Johnny tenBroek, Pam Westerdahl
- II. Minutes of the September 9, 2009 meeting were reviewed and approved.
- III. Commendation  
Pam shared that Dr. Allan Saaf made a personal phone call to express his appreciation for the work performed by the New Action Project team in completing the New Action Project Process and the Action Project Charter. Well done!
- IV. NAP Process & Charter
- A. The Coordinating Committee approved both documents listed at the September 11<sup>th</sup> meeting.
- B. Members discussed the suggestion that an e-mail be sent College-wide promoting the ongoing sharing of ideas suitable for consideration as an AQIP new action project. All agreed that it would be advisable to postpone such a message until an official response to the recently submitted Systems Portfolio is received as said response may well include very specific directives on future courses of action.
- V. New Action Projects – Charter Development
- A. Doug and Pam volunteered to serve as AQIP NAP liaisons, providing direction to the Retention Planning Action Project in the completion of the revised Action Project Charter. Pam will make the initial contact with Faye Freeman-Smith.
- B. Dale volunteered to serve as AQIP NAP liaison, providing direction to the Climate Action Plan leaders/team in the completion of the Action Project Charter. Dale will make the initial contact with Mary Beth Trakinat and Julie Elzanati. In addition to the already formed HCC Green Team, possible inclusion of the individuals who submitted “green” ideas at the last Campus Conversation Day will be recommended.
- VI. New Action Projects – Idea for Consideration
- A. Team members reviewed the Developmental Education Coordinator Team (DECT) proposal submitted by Amy Munson. Amy and Kim Kelley joined the meeting to provide additional information on the scope and process involved in the National Association for Developmental Education (NADE) certification.
- NAP team members present unanimously agreed to move the DECT proposal to the Coordinating Committee for consideration as an AQIP Action Project. So as not to slow down the process, Debbie volunteered to serve as AQIP NAP liaison to this team should it receive approval of the Coordinating Committee. If approved, Debbie will move forward immediately to contact Amy Munson and begin the development of the Action Project Charter.
- B. Pam will send an email to all who submitted ideas at the Campus Conversation Day V, thanking them for their participation and updating on the current status of ideas.
- VII. Brainstorming – Communications (Action Project Continuation)
- Team members reviewed the history and accomplishments of the original Communications Action Project team. References within the Systems Portfolio were discussed, particularly those references that refer to accomplishments that are no longer valid. The Systems Portfolio reinforces the need to take action for improvement.
- Ideas presented for moving to the next phase of ‘communications’ included:

- Concentrating on current internal communication pathways. What are they? How are they shared (communicated)? How effective are they? For whom? Where are the gaps?
- Engaging an external consultant or service to survey and/or assess HCC's communications needs. The idea is to be as inclusive of the entire institution as possible in assessing the strengths and weaknesses of communications.

This will be discussed further at the Coordinating Committee Meeting and brought back to the NAP agenda in November.

VI. Next Meeting Date – November 12

**End**