

**AQIP New Action Projects**  
**Meeting Minutes**  
**November 12, 2009 9:00am – 10:00am**  
**WDC 1212**

- I. **Present** Dale Anderson, Debbie Chiaventone, Linda Graves, Colleen Reynolds, Raegan Rinchioso, Doug Salokar, Amy Smith, Randi Sutter, Pam Westerdahl
- II. **Minutes** of the October 8, 2009 meeting were reviewed and unanimously approved.
- III. **NAP Process**
- A revision to the NAP Process to include a timeline specific to the stages within the process was discussed and approved for presentation to the Coordinating Committee. The greatest change to the process was that all new action project ideas will be collated and submitted to the Coordinating Committee for consideration at one time and according to the timeline developed.
- IV. **Charter**
- A revision to the Charter form to require a more specific time of project completion was discussed and approved for presentation to the Coordinating Committee.
- IV. **New Action Projects – Charter Development Update**
- A. Retention Planning Action Project – Pam & Doug reported that the new action project charter has not been started due to time constraints of the project leader. Doug will follow through to verify that completion of the new charter document can be submitted to the NAP team by December 1<sup>st</sup>; thus allowing for possible presentation to the Coordinating Committee at its scheduled meeting on December 11<sup>th</sup>.
- B. Climate Action Plan – Dale reported that the charter document is  $\frac{3}{4}$  complete and will soon be finalized for presentation to the project sponsor, Mary Beth Trakinat. A December 1<sup>st</sup> deadline for submission to the NAP team is not seen as presenting a difficulty.
- C. Developmental Education Coordination Team – Debbie presented team members with a copy of the completed charter form and provided an overview. All agreed to move the charter to the Coordinating Committee with one note of potential concern – the need for faculty release time and financial funding is not addressed and has implications for project success.
- VI. **New Action Project Proposal – Academic Integrity**
- The proposal submitted in support of an Academic Integrity action project was reviewed and commended as an activity which meets AQIP criteria. All supported moving the proposal to the Coordinating Committee for consideration.
- VII. **Brainstorming – Communications**
- Information on *The Chronicle's 2010 Great Colleges to Work For Program* was reviewed and seen as having positive potential for inclusion as a piece in a 2<sup>nd</sup> generation of an action project addressing issues of communication. One drawback noted was that the survey instrument would not include non-salaried (Classified) staff.
- Expansion of the use of 360 Evaluations was discussed. Issues relating to privacy and the potential for retribution were seen as continuing obstacles.
- VI. **Adjourned** at 10:45A. Next Meeting Date is December 10<sup>th</sup>.