

CLOSE UP ON AQIP



The 9 AQIP Categories

- I. Helping Students Learn
- II. Accomplishing Other Distinctive Objectives
- III. Understanding Students' & Other Stakeholders' Needs
- IV. Valuing People**
 - V. Leading & Communicating
 - VI. Supporting Institutional Operations
 - VII. Measuring Effectiveness
 - VIII. Planning Continuous Improvement
 - IX. Building Collaborative Relationships

These 9 categories are the key processes for measuring and analyzing our institution's performance within AQIP.

For more information about AQIP, visit us on the web at:
<http://www.heartland.edu/aqip/>

CELEBRATE OUR ACCOMPLISHMENTS!

Say congratulations to the project team members and enjoy some celebratory desserts!

DATE: NOVEMBER 5

TIME: 4-7 PM

LOCATION: CCB 1407



The Heartland Community College
AQIP Newsletter

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AQIP—VALUING PEOPLE

This issue of the AQIP newsletter highlights category number IV, Valuing People. AQIP Projects are created to value the individuals working and studying at HCC. Many projects are designed with a specific audience in mind. The action projects that have completed: The Faculty Academy and 360° Evaluations are specifically designed for faculty members and academic administrative staff.

CONGRATS— ACTION PROJECT COMPLETION!

Our AQIP action committees have been working hard to create and implement new programs within the Heartland community. Over the past year, 2 programs have completed: the Faculty Academy and 360 evaluations. Congratulations to the members of these action committees for their success!!

WRAPPING UP FACULTY ACADEMY IMPLEMENTATION

The AQIP action project, Faculty Academy, has been completed! Don't worry though, the program will be around for some time. It was the charge of the Faculty Academy action committee to create, implement, and integrate the project into the Heartland community. During the fall semester of 2006 and the spring semester of 2007 separate faculty training sessions were carried out.

The first, which ran last fall, was designed to educate both new full time and new adjunct faculty in instructional procedures. Topics covered included: learning outcomes, rubrics, classroom assessment techniques, writing assignments, library tools, technology, and student life issues.

A total of 14 faculty members made up the first class for Faculty Academy I. Upon completion of this program, participants provided positive feedback about the program and expressed a desire to be involved in similar programs in the future.

Spring 2007 marked the beginning of the Faculty Academy II which was created for seasoned faculty members and was designed around the topics relevant to HCC promotion portfolios. These topics included: teaching philosophy, evidence of student learning, and professional development.

Each of the two academies reached out to HCC's faculty and staff to provide vital information to the participants! Thanks to all who were guest speakers and instructors for these sessions! Surveys of participants revealed a high level of overall satisfaction which supported the continuation of the program.

The IDC took ownership of this program this summer and will continue to offer both Faculty Academy I & II each year. Look for information about their upcoming sessions at <http://www.heartland.edu/idc>.

-D. Welchel

AQIP PROJECT TEAM CHAIRPERSONS

**Effective Campus Communication
Project Team:**
Kim McHale (Project Chair)

**Tracking Student Success Project
Team:**
Brad Thomas (Project Co-Chair) &
Faye Freeman-Smith (Project Co-Chair)

**Tracking Developmental Education
Student Success Project Team:**
Steve Rummel (Project Chair)

Faculty Academy (completed):
Ed Carroll (Project Chair),
Janice Malak (Project Vice Chair)

Coordinating Committee:
Cindy Johnson (Project Chair),
Calvin Ross (Project Co-Vice Chair),
Dana Rosenberg (Project Co-Vice Chair)

MARK YOUR CALENDARS



CAMPUS CONVERSATION #4

MARCH 28, 2008

AQIP TRIVIA

How many attended the first Faculty Academy that ran in Fall 2006?

Email the answer to:
AQIP.Meeting@Heartland.edu

The first 5 respondents with the correct answer will receive a prize!!!

AROUND 360° EVALUATIONS

Another successful AQIP project has been 360 degree evaluations. These evaluations were given to all full time faculty as a way for them to provide feedback on institutional, pedagogical, and climatic issues related to the relationship between faculty members and their appropriate academic supervisors. Designed to better serve both the faculty and academic administrators, the evaluations created another avenue for communication between them, which may allow for increased understanding.

About 2/3rds of the faculty participated in the project and both faculty and supervisors provided feedback in favor of the continuance of the project. The action team is working to provide a full report to AQIP listing all of the details and feedback on the project.

The evaluation tool was created based on recommendations from various Associate Deans and Allan Saaf, Vice President of Instruction. Paul Folger, Instructor of Political Science, played a big part in helping the Project team with the creation of the evaluation tool and the implementation of the evaluation.

Thanks to the 360° Evaluation, Associate Deans and other academic supervisors received a great deal of valuable feedback that can be used to better their departments! What a great tool for implementation at HCC!

- D. Welchel

FOLLOW AQIP'S CONTINUING PROJECTS

Campus Communications
Developmental Education Tracking

AQIP QUICKFIX

Do you know of something on campus that could use a quick fix? If so, then bring the issue to AQIP's "Quick Fix" committee. They specialize in solving small problems without the need for policy change.

If you know of such a problem contact AQIP's Quick Fix committee by email at: aqip.quickfix@heartland.edu.

Past QuickFixes!

- To alleviate the problem of disappearing dry-erase markers (and having the whiteboard without having anything to write on it with!), all faculty are provided with "personal" dry-erase markers at the beginning of every semester that they can take with them from classroom to classroom.
- Additional copiers have been installed for public use in the instructional buildings. There are now five copiers: WDC 1st floor, WDC 2nd floor, ASC/SCB 1st floor, ICB 1st floor (W), and ICB 2nd floor (E). These copiers take dollar bills, so change is not necessary.
- To resolve the problem of ESL students having a hard time finding their classes, lists of the ESL and GED class times and places are now sent to each of the Division Secretaries, the Library, and to the Security Desk.
- New adjunct faculty and those returning after an extended absence are now recognized with a campus-wide "Please extend a warm HCC Welcome to" e-mail from Human Resources at the beginning of each semester.