Present: Kim Ruddy, Scott Cochran, Julie Lavender, Michelle Vyskocil, Tim Scherer, Deb Shumaker, LuAnn Mabarak, Evelyn Schenk, Tom Quinn, Janet Gates

Absent: Nick Baker, Bob Oakes

Agenda:

1. Project Updates:

   Michelle Vyskocil - Initial meeting scheduled for next Tuesday afternoon with ten team members. Google file shared with the group. Has some of the documents ready to go and she encouraged the team to read Student Speak ahead of time. Michelle researched similar projects at other community colleges to get ideas. She will work with the group to review preliminary data and to determine initial measurements to get started.

   Deb Shumaker – She and Tim are working together with the team. They have part of the charter ready, a list of people, but still trying to identify faculty members. They will work with the book store to get preliminary data and schedule a meeting from there. Focusing on textbooks, fees, purchasing power, looking for ideas to reduce fees for students. Kim has cost estimates for each program and the most expensive one is health care information technology. There may be different components for different areas, but they’re not sure what group will come up with.

   Julie Lavender – The group had their first meeting today with approximately 10 people from all areas of the campus. They found a similar project at another college that will help to give them ideas. The group looked at the charter, but felt they’re not even ready to name the project yet. Additional research is needed to determine the focus and measurements first. Team members will be gathering data for their next meeting.

2. Review of Smartsheet – Janet and Tim reviewed the project template with the group. Reporting templates will be added along with additional details about reporting. Once complete, the template will be shared with the project sponsors.

3. Other AQIP Projects – Evelyn stated that there are currently three open projects on the HLC website. Two are ready to close, but she can’t do that until charters for new projects are complete.

4. Next meeting date: Set for September 11 at 3:00 p.m.