

From: Daniel Lowery

Sent: Saturday, April 26, 2008 9:57 AM

To: Melisha Henderson; Darren Jasieniecki; Joseph Kovach; Michael McCafferty; Chuck Walz; Dawn Muhammad; Eugene Finnegan; Christopher Buczinsky; Dawn Muhammad; dhenderson@ccsj.edu; Dionne Jones-Malone; Jaime Turner; Katherine Davis; Cheryl Peek; Michael Kenny; Jonnarda Tolbert; Barbara Goodman; Andrew Hays; Daniel Lowery; Virginia Rodes; Aimee Krall-Lanoue; Joi Patterson; Garrard McClendon; Alexandra Victor; Gina Pirtle; Gabrielle Manson

Cc: drittenmeyer@ccsj.edu; Jim Adduci

Subject: Invitation to Serve on an AQIP Project Team

Attachments: CCSJ Action Project 08-1.doc; CCSJ Action Project 08-2.doc; CCSJ Action Project 08-3.doc; CCSJ Action Project 08-4.doc

Folks:

As you know, Calumet College of St. Joseph is now accredited by the Higher Learning Commission through the Academic Quality Improvement Process (AQIP). This requires that we identify and work on a discrete set of projects on an ongoing basis. It doesn't mean that other projects aren't important. Nevertheless, the Higher Learning Commission has agreed to base our accreditation on the select set of initiatives we choose to identify as AQIP Projects. In effect, once we select an AQIP Project, we are accountable to the Higher Learning Commission for the progress or lack thereof that we demonstrate in pursuing it. Needless to say, these projects are important to the entire institution.

Our AQIP steering committee has identified you as an individual with particular knowledge and skills related to one or more of our AQIP projects. The assignments are as follows:

1. AQIP Project No. 08-01: Marketing Campaign in Support of the CORE Initiative

Melisha Henderson (Team Leader)
Darren Jasieniecki
Joe Kovach
Mike McCafferty
Chuck Walz
Dawn Muhammad

2. AQIP Project No. 08-02: Learning Communities

Gene Finnegan (Team Leader)
Chris Buczinsky
Dawn Muhammad
Chuck Walz
Darren Henderson
Dionne Jones-Malone
Jamie Turner
Kathy Davis
Cheryl Peek
Mike Kenny
Joe Kovach
Jonnarda Tolbert
Barbara Goodman

3. AQIP Project No. 08-03: New Orientation Course

Joe Kovach (Team Leader)
Drew Hayes
Dionne Jones-Malone
Darren Henderson
Daniel Lowery
Ginny Rodes
Chris Buczinsky
Aimee Krall-Lanoué
Joi Patterson
Garrard McClendon

4. AQIP Project No. 08-04: Budgeting and Financial Policies and Procedures

Alexandra Victor (Team Leader)
Mike McCafferty
Gina Pirtle
Gabrielle Manson

I know that we're near the end of the academic year and that we're going to lose a number of our faculty members to their "off-season" in a couple of weeks. Nevertheless, I would appreciate it if the designated team leaders would schedule an initial meeting prior to Tuesday, May 13. The AQIP Steering Committee will be meeting on the 13th in order to receive initial status reports.

The objectives associated with your team meeting would be threefold:

- To ensure that team members understand the scope of work and deadlines provided for in the attached Action Project worksheets;
- To briefly review work completed on the assigned project to date; and
- To identify and assign work that needs to be performed over the course of the summer.

Team leaders should plan on joining us at the AQIP Steering Committee meeting tentatively scheduled for 1:00 on May 13 in my conference room as well.

Thanks in advance for your willingness to help on this initial set of projects. Our hope is to develop initiatives over time with short timeframes and concrete deliverables. We want to engage folks, help them complete their assigned tasks, declare victory, celebrate the team members' success, and then retire the project. In short, this should not be viewed as a life sentence.

Please let me know if you have any questions or concerns.

Dan
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