

AQIP Leadership Team
November 21, 2006
Discussions of October 24, 2006 results

1. The President’s Cabinet will receive a full copy of the results from Judy.
2. Each topic will be sent to the person or group responsible for that area.
Recommendations for responsibilities from the team are:

| Topic | Team Leader | Update |
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| 1. Notification of employees of campus emergency closures and reopening & 2. Notification of students of campus emergency closures and reopening | Judy Marwick | See Jan. 8 “Update” <i>When weather is ferocious, here's the plan</i> see also Dec 4 – pilot for Continuous Quality Improvement Project |
| 3. Sick day documentation | Human resources | On hold |
| 4 & 8. Class cancellations due to faculty unplanned absence | Dennis Sorensen | In process – pilot for Continuous Quality Improvement Project |
| 5. Fire/severe weather drill and the process for removing wheelchair bound or other disabled students | John Haley | Review of current process between KCC and the Kankakee Fire Department is in process March 2007. Changes will be relayed as appropriate. |
| 6. Request for doors and elevator access for Room D300 meetings | Jessica Fehland, Bonnie Simpson and Laurel Soper | See Jan. 22 “Update” <i>Resource 25 is new room and event scheduler</i> & Jan. 29 “Update”. D300 requests for access will be via the Resource 25 system. |
| 7. Work orders for physical plant | John Haley and Brian Yoeman | On hold – pilot for Continuous Quality Improvement Project |
| 9. Textbook Adoption Process | Dennis Sorensen | The Instructional Program Administrators (IPA) are reviewing the current policy and investigating options such as textbook rentals. Once reviewed, the proposed policy will be reviewed by the bookstore and faculty union. |
| 10. Hiring temporary staff, i.e. tutors, proctors, clerical | Human Resources with Judy Marwick | On Hold |

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| assistance. | | |
| 11. Provide effective orientation for new employees for using Datatel | Jeffrey Bathe and Jessica Fehland | In process – pilot for Continuous Quality Improvement Project |
| 12. Ensuring effective signage on campus for special events | Kari Sargeant, John Haley | On Hold |
| 13. Providing information to students about services in the Learning Assistance Center (L335/339) and Learning Lab (L329) | Julia Walsh | See “Update” for weekly <i>Equal Access</i> column beginning fall 2006, Dec 11 <i>Seminars help with many trains of thought</i> |
| 14. Providing information to students to encourage the use of KConnect daily for information. | Dr. Townsend | In Process |
| 15. Providing Financial Aid Information to Prospective Students | Al Widhelm | See Jan. 8, 2007 “Update” <i>Financial Aid workshops planned</i> , see also Nov 6, 2006 |
| 16. Review of class scheduling system to ensure that students can complete a certificate or degree in a convenient and timely manner | Judy Marwick | In Process |
| 17. Student class withdrawals | Dennis Sorensen | In process – pilot for Continuous Quality Improvement Project |
| 18. Adding additional course sections during the registration process to meet student needs | Judy Marwick | In Process |
| 19. Bridging the gap between the 12-point memo and the first day of employment | Human Resources | On Hold |
| 20. Helping students find their classrooms on the first day of the semester | Dr. Townsend | See “Update” from January 8, 2007 regarding the “ Ask me ” efforts. |