

AQIP Steering Committee

Meeting Minutes

February 6, 2019

Present: Bruce Skinner, Sheri Dozier, Gillian Nicholls, Raju Vanteddu, Luke LeGrand, Barbara Glackin, Angela Mitchell, Amanda Hargrove

The meeting was called to order by Glackin.

**1) Approval of Minutes**

a) A motion to approve the minutes from November 28th. Skinner moved, Vanteddu seconded. Motion passed unanimously

**2) Update on Current Activities -** Glackin talked about the HLC portfolio submitted in December.

**a) Discussion of submitted portfolio <https://semo.edu/aqip/>**

**i) Risk Management Plan**

“Risk management” may not be the right descriptor for this endeavor. This plan is to identify initiatives, projects or activities in the Portfolio that was started in the last few years to ensure continued progress.

**b) Comprehensive Quality Review: September 23-25, 2019**

**i) CQR Communication and Readiness Plan: progress update**

The CQR Communication and Readiness Plan was shared and to-date-progress discussed.

There was discussion on the timing of the upcoming student survey. LeGrand suggested that after the survey is released, having faculty mention in class that the survey is up and encourage students to take it.

**c) CQR Information Sessions (email to campus community on Feb 25)**

**i) Sessions listed on the agenda from the meeting**

Helping students be prepared was discussed. LeGrand suggested creating a HLC Moodle course about accreditation about key points students should know. LeGrand mentioned University Foundations’ Moodle course for the Scholarship Reception was informative and easy for students to follow. Possibly something similar could be done for preparing for HLC and the HLC visit. This could also provide a way to announce the student forum during the accreditation visit.

- 3) **HLC Annual Conference, April 6-9, 2019** - Glackin talked a little about the trip and getting information in advance of working on the agenda and logistics for September's accreditation visit.
  - a) **Southeast team: Bruce Skinner, President Vargas, Tammy Randolph, Barbara Glackin, and Sue Wilde**
- 4) **Any Other Business** - Accreditation paths will be chosen after the onsite review in September. The plan is to look at different paths and see what the university's options are at the conference in April. The committee came up with more ideas to get feedback from students and to promote the mission statement across campus.
- 5) **Adjourn** - A motion to adjourn was made by Dozer and seconded by Skinner.

**Next Meeting:            March 6, 2019, 2pm KL318**

**Please read the submitted Portfolio and bring your ideas regarding the Risk Management list and Facilities Management to the March meeting.**