

AQIP Steering Committee Minutes  
SEPTEMBER 20, 2019  
KENT LIBRARY 318

Minutes Approved: 9-20-19

**Members:**

Present: Barbara Glackin, Missy Nieveen Phegley, Eric Chambers, Willie Redmond, Gillian Nicholls, Debbie Lee-Distefano, Victor Wilburn, Bruce Skinner, Eric Redinger, Luke LeGrand, Raju Vanteddu  
Absent: Angie Mitchell, Mike Godard, Matt Rolwing, Doug Koch

Glackin opened the meeting.

**1) Accreditation Team visit draft agenda [projected draft]**

Glackin explained.

- Thank you to Dr. Skinner and Dr. Lee-Distefano for finalizing team profiles
- Identifying who will represent Southeast in the focus area meetings
- Escort draft schedule
- Southeast Showcase

**2) Accreditation Team work areas**

Phegley explained the arrangements that were made for the HLC team.

- Board of Regents Room / Academic Hall
  - Beverages and snacks (cookies provided by Hospitality Management student caterer)
  - Lunch in Dome Room
  - Afternoon beverages and snacks
  - Stationary supplies
  - WIFI access + computer printer
- Marriott Courtyard / Conference Room
  - Gift bags upon check-in (to be delivered Sunday)
  - Beverages and snacks (Sunday)
  - Stationery supplies (Sunday)
  - Computer printer (to be installed Monday morning)
  - Pick-up Wednesday afternoon

**3) Don't forget Open Forum schedule: [Handout: HLC Posters]**

Glackin touched on the open forum details. Discussion followed regarding the typical attendance at open forums and the needed amount of chairs. Lee-Distefano and Skinner volunteered to attend the forums to help with any seating/logistical issues that could occur. 100 to 150 seats are planned to be available.

- 09/23 @ 2:30 – Resources, Planning & Institutional Effectiveness
- 09/23 @ 3:30 – Teaching & Learning
- 09/24 @ 9:00 – Mission & Integrity
- All forums will be held in University Center Ballrooms

**4) Scheduled HLC updates**

- 09/16 Executive Staff

- 09/16 Student Government
- 09/20 Board of Regents [project handout]

5) **Approval of September 6 steering committee meeting minutes.**

Legrand moved to approve the minutes. Lee-Distefano seconded. Unanimous approval.

6) **Other**

Committee discussion.

- An email from Dr. Vargas as a reminder for the HLC visit to faculty, staff and students will be sent out. The committee decided Sept. 18<sup>th</sup> would be a good date to recommend that this be sent.
- Lee-Distefano asked which student groups have been contacted so far about the HLC visit Moodle site.
- Discussion related to how many reminders and email blasts were enough or too much to keep members of campus informed without going overboard.

Glackin adjourned the meeting. The next meeting will be Friday, September 20 at 12:30 pm in KL 318.

**AQIP meetings scheduled:**

- Friday, Sept. 20 @ 12:30, KL-318
- TBD AQIP meeting the week of Sept. 30