

AQIP Steering Committee

AQIP Steering Committee Minutes
SEPTEMBER 6, 2019
KENT LIBRARY 318

Minutes Approved: 9/13/19

Members:

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

Glackin opened the meeting.

- 1) Introduction of new committee member, Doug Koch, Vice Provost
- 2) **Approval of Minutes:**
Aug. 20 steering committee meeting minutes. Motion to approve minutes as amended by Redmond. Seconded by Wilburn. Unanimously approved.
- 3) **Federal Compliance Report:**
Explained by Glackin. Discussion followed.
 - Submitted 08/22
 - FCR posted on AQIP webpage without 76 pages of accompanying documents
 - FCR review
 - 08/27 received request from FCR reviewer for “. . . a wide sample of syllabi, graduate and undergraduate, including both online and face to face class . . . from which I can choose . . .”
 - Urgent call to department chairpersons for fall semester syllabi and received a great response
 - 08/28 shared 175+ syllabi with reviewer upon request after completion of the report.
- 4) **Quality Highlights Report:**
Explained by Glackin.
 - Submitted 08/22 and now posted on AQIP webpage
 - Building new evidence file aligned with QHR to be shared with Accreditation Team when they arrive
- 5) **Community Comments:**
Phegley explained. HLC received 17 community comment responses for the University. 17 responses is considered to be a great turnout for this type of outreach. Links to comments are located on the Portal under the Employee tab in the University Updates at the bottom of the HLC 2018-2019 Reports links as HLC Third Party Comments.
- 6) **Open Forum posters:**
Glackin spoke about the open forum posters.
Posters distributed at end of last week and hope seeing around campus this week
 - 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
- 7) **Accreditation Team visit agenda**

Glackin displayed the agenda and passed around a volunteer sheet to the committee. The golf carts have been reserved and gift baskets under \$50 have been prepared for the team.

- Volunteer sheet to host visit team members moving around campus (Dr. Nieveen Phegley)
 - No update to agenda shared Aug. 20
 - 09/03 email from the Accreditation Team leader that plan to share focus areas with us on Sept. 9
 - Gift bags (Dr. Nieveen Phegley)
- 8) **Accreditation Team profiles** [handout] (Dr. Skinner, Dr. Lee-Distefano & M. Rowling)
Glackin displayed the HLC review team profile sheets that were collected by Skinner, Lee-Distefano, and Rowling. A copy will be available to the committee on the shared drive.
- Ok to share with executive staff, deans, chairpersons and others interested?
- 9) **HLC information sharing with students** (Dr. Wilburn)
Explained by Wilburn. Faculty are encouraged to include the mission statement in the end of class and to make it applicable to their class. This is so that the statement is less of a memorized block of words and more tied into real examples in life and in class where the mission is utilized and realized. This is also in an effort to allow faculty and students to be more comfortable if they would run into an HLC review team member on campus during the visit.
- 10) **Executive Staff and Board of Regents HLC briefings planned**
Explained by Glackin.
- 11) **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. 18th would be a good date to recommend that this be sent.
 - Lee-Distefano raised interest in which student groups have been contacted so far about the HLC visit Moodle site.
 - Committee discussion followed 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 13 at 1 pm in KL 318.

Brian Hopkins (Provost/Registrar's Offices) and Anita Palmisano (University Marketing) have made innumerable updates to the University webpages in preparation for the Accreditation Team's visit and deserve huge THANK YOUs!

AQIP meetings scheduled:

- Friday, Aug. 30 @ 3:00, KL-318
- Friday, Sept. 6 @ 1:30, KL-318
- Friday, Sept. 13 @ 1:00, KL-318
- Friday, Sept. 20 @ 12:30, KL-318
- TBD AQIP meeting the week of Sept. 30