

AQIP Steering Committee

AQIP Steering Committee Minutes
AUGUST 20, 2019
KENT LIBRARY 318

Minutes Approved: 9/6/19

Members:

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

Glackin opened the meeting.

- 1. New and Returning Committee Members:** Since the committee had several new members, each committee member introduced themselves. This includes Dr. Godard as the new Provost and Dr. Missy Nieveen Phegley as the new co-chair of the committee.
- 2. Federal Compliance Report finalized** (plan to submit to HLC Tuesday)
Glackin explained that they've been working on the Federal Compliance Report and the Quality Highlights Report this summer. She and Nieveen Phegley plan to submit the report to the HLC on Tuesday, August 27th. The Federal Compliance Report covers where the University meets Federal standards. Since this report is mostly links, it will not likely be posted to the AQIP website.
- 3. Quality Highlights Report close to finalized** (plan to submit to HLC Thursday)
Glackin explained that they've also been working on the Quality Highlights Report. It should be ready to submit to the HLC on Thursday, August 22th. It's close to finalized. This report covers campus highlights, strategic issues identified in the Appraisal, and work we have completed since December related to content in the Systems Portfolio. This report and the Federal Compliance Report will be the last two things that we'll be submitting to the HLC before the visit in September. This will be posted on the AQIP page.
- 4. Summer activities:**
Glackin
 - Invitation for community comments to HLC - Glackin said that this was the 3rd Party Notification portion of the HLC's evaluation of SEMO. They posted ads in newspapers in the region, send out email blasts, and have distributed postcards to the community through many local groups to try to get comments from the community.
 - University webpage updates - Glackin and Phegley worked very hard to update pertinent webpages on the SEMO website, particularly the Program Accreditation, AQIP, and Assessment pages.
 - Presentations on HLC and upcoming visit to campus groups - Glackin talked about the presentations that were made to on-campus groups. These sessions were a chance to learn about institutional accreditation, the upcoming HLC visit and how to prepare for it. She stressed that additional informative sessions could be set up if any group on campus thought they needed it.

- HLC visit flyer in first year convocation folders- This was a great way to reach the incoming freshman.
- Open forum posters, 200 being printed - These posters will be hung around campus with the dates for the open forums posted on them. (Dates listed below in the team logistics section). Posters will be distributed in residence halls and across campus.

5. Accreditation Team logistics and visit agenda

- Working with the Accreditation Team leader - Glackin and Phegley have been working with the team leader to coordinate their sessions on campus and to work out their stay accommodations (**HLC Visit Agenda Handout**). The pink blocks haven't been officially scheduled yet.
- On-campus, Monday, Sept. 23 all day and Tuesday, Sept. 24 until noon
- Team will be in Cape Girardeau from Sunday, Sept. 22 afternoon through Wednesday, Sept. 25 mid-afternoon
- Team staying at Marriott Courtyard (downtown Cape)
 - Reserved hotel conference room for their use from Sunday through Wednesday
 - Provided restaurant suggestions and information
- Preliminary on-campus agenda (will be shared)
- Open Forums will be in University Center Ballrooms; students, faculty, staff and community invited.

Schedule:

- 09/23 @ 2:30 – Resources, Planning & Institutional Effectiveness
- 09/23 @ 3:30 – Teaching & Learning
- 09/24 @ 9:15 – Mission & Integrity - Distefano asked about changing the time to 9:00 to end at 9:45 since many teachers teach at 9:30. This would give teachers the ability to come for a part of it rather than not at all.
- Student Moodle site - Phegley presented on the Moodle “class” that’s been created as a tool to keep student leaders informed of the HLC visit and related events for them to share to their fellow students. Discussion followed on what groups of students might be good to get involved with this as student leaders on campus since this isn’t something every student on campus can be enrolled in. Student groups that were suggested by Rolwing were members from student groups (SE Link) - ISA, RHA, NPC, NPHC, IFc and several other Greek organizations. Skinner said that he has access to the student groups lists and would be a good person to work with to pick out some student leaders to be included. Distefano emphasized the importance of including groups that represent a diverse student body.
- Hosts for team members moving around campus - Asked the committee for volunteers to take the HLC team members from place to place on campus. Discussion followed on the best way to quickly and efficiently convey the team. Skinner proposed golf carts as an option. Redinger volunteered to be one of the hosts, to drive a cart and get them from place to place, since he said he’s blocked off those dates on his calendar for the visit.

- #### 6. Accreditation Team profiles – volunteer? - (HLC Team Names Handout)
- Glackin asked for volunteers to help do some research on the HLC team that will be coming for the visit so that we had photos of them and a basic background on where they’re coming from. Rolwing, Skinner and Lee-Distefano volunteered to find the information by the September 6th AQIP meeting date.

7. Other

- Glackin and Phegley are creating a stationary gift basket for the team that includes office supplies that they'll need to go with the printer they requested and possibly some SEMO swag. A printer is being set up for the HLC team at their hotel for the visit.

Glackin adjourned the meeting. The next meeting will be Friday, August 30th at 3pm in KL 318.

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