

## **AQIP Steering Committee – December 2, 2011**

### **Sixth AY12 Meeting**

#### **Communication Plan:**

Met with SGA October 17  
Met with SPS October 17  
Met with Chairs Forum October 24  
Met with HHS November 9  
Met with COE November 9  
Met with CTS Council November 16  
Meetings with PSC, HCB, CLA, CSM scheduled  
Web site update nearly complete

#### **Q<sup>2</sup>**

##### **Process:**

Review [final?] draft today

##### **Anticipated:**

CLxxx Review

##### **Current:**

LMS, Credit hour, Online, SLO, and CLxxx active  
Graduate Admissions sent back for clarification of measurable outcomes

#### **Action Project on Assessment:**

Committee has started meeting. Tom Linares chair. Good progress made already

#### **New Action projects:**

Need to solicit additional project early in spring to begin in spring 2012

#### **Spring tasks:**

Develop Action project solicitation and selection process  
Identify additional Action Project to begin in spring  
Schedule reports to ASC from Action Project team leaders/liaisons  
Q<sup>2</sup> reports?  
Initiate Systems Portfolio update process  
Begin preparation for check-up visit:  
10 page summary report  
Compliance report

#### **Future Meetings:**

December 9 UC Board Room – **conflict for Dave**

Spring meeting suggestion, based on known course schedules of committee members:

1<sup>st</sup>/3<sup>rd</sup> Tuesdays - 8:00-9:30 **OR**

1<sup>st</sup>/3<sup>rd</sup> Thursdays - 8:00-9:30 **OR**

2<sup>nd</sup>/4<sup>th</sup> Thursdays - 8:00-9:30

**AQIP Steering Committee Meeting**  
**3-5 pm – October 28, 2011**  
**UC – Board Room**

In attendance: Chair, D. Starrett, C. Frazier, B. Kelly, K. Loenneke, T. Messmer, D. Probst, P. Ryan, S. Scott, and S. Swartwout

Absent: D. Atwood, D. Koch, R. Rosati, B. Skinner, A. Vandeven, and P. Vining

Notes: Wanda Lang

Dave opened by mentioning his communication plan during the fall semester:

- Dave has already met with:
  - Faculty Senate
  - Student Government
  - Chairs Forum
  - School of Polytechnic School
- Dave is scheduled to meet with the following during November and early December:
  - Professional Staff Council
  - Clerical and Technical Staff Council
  - College of Education
  - Harrison College of Business
  - College of Health and Human Services
  - College of Liberal Arts
  - College of Science and Math
- Dave indicated that the AQIP Website is being updated and nearly complete with help from Wanda and a student worker in the office.

Dave indicated that the Graduate Admissions Q<sup>2</sup> project was sent back for clarification of measureable outcomes

The Action Project on Assessment is still pending committee members before finalizing.

The following Action Projects report were submitted by the due date of September 30:

- Emergency Response and Shared Governance
- MA101/102 ALEKs and Course Redesign
- Assessment & Planning

Dave distributed a packet of materials to go over:

- Q<sup>2</sup> Project Proposal
  - After some lengthily discussion Susan Swartwout will shorten the document with changes/deletion and share it with the committee via e-mail. Make sure that we include in the document the Web site. Then we will bring it back to the next committee meeting to discuss and have it ready to forward to Executive Staff for approval.
- Proposed New Q<sup>2</sup> Project – Interdisciplinary Writing Committee
  - After some discussion it was decided that this would go back to the committee to rewrite with suggestions from the committee. It will be brought back to the next meeting for discussion.
- New Action Project
  - We need to solicit an additional action project to begin January 2012
  - Bringing the next action project forward we need to make sure of the campus involvement.
  - Suggestions for creating a action project proposal form:
    - ✓ Make it look similar to the Q<sup>2</sup> proposal form
    - ✓ Include in the form -What is the University Project that needs to be improve
    - ✓ Include in the form - What is the Propose
    - ✓ Include in the form - What Impact do you hope to have
    - ✓ Put the form on our AQIP Website to be available for completion but also have it in hardcopy to send to university employees that would make it more assessable or convenience for them to fill out and mail in.

Dave will take a look at the AQIP Website and e-mail the committee with some other possibilities.

Dave will create a draft form using the suggestions above and have it ready for the next meeting for discussion.

The November 4 meeting is cancelled.

Next meeting will be November 18, 2011 in University Center Board Room at 3 pm.

# Q<sup>2</sup> Project Proposal

## Current or Past Southeast Q<sup>2</sup> Projects:

- Assigning/defining credit hours under new federal guidelines
- Online-course growth and needs
- Review/revise the Career Linkages program
- Business process analyses for graduate admissions and graduation

## Possible Nonacademic Q<sup>2</sup> Projects:

- Identify and develop new employee orientation materials
- Develop effective tracking of PTO & vacation hours
- “Green skills” training across campus
- Improve communication among student organizations

**What is it?** A Q<sup>2</sup> Project is an institutional quality improvement project that is smaller and usually shorter than an AQIP Project, may take place at an institutional or departmental level, may be proposed by any university community member including students, and could potentially provide benefits to the entire university, if expanded.

## Why propose a Q<sup>2</sup>?

- To access the input of University peers
- To complete a needed project
- To exercise leadership in University service
- To publicize your efforts and results; proposals will be listed on the University’s AQIP website.

## Process for a Q<sup>2</sup> Project:

- A. Submit the proposal to the AQIP Steering Committee chairperson.
- B. The AQIP Committee chairperson will contact the proposer to verify readiness to begin the project.
- C. Each semester all Q<sup>2</sup> teams will be invited to share their progress at a Q<sup>2</sup> showcase with the AQIP Steering Committee and the other Q<sup>2</sup> teams.
- D. Upon completion of the project, submit a brief Final Report to the AQIP Committee chairperson:
  - 1) If your project closed prematurely, what is the reason for closing the project?
  - 2) What aspects of the project would you categorize as successful?
  - 3) What aspects of the project would you categorize as less than successful?

## Proposal form

Briefly describe the following:

Sponsored by: \_\_\_\_\_

(print name): \_\_\_\_\_

**Problem/opportunity statement that includes “PDCA”: *Plan, Do, Check, Act:***

**Project goals and constraints:**

**Who will benefit from the project:**

**The measurements to determine the goal's achievement:**

**Team membership (all members involved must have made a commitment to the project):**

**Which other individuals or units are involved, and have they agreed to participate?**

**Expected completion date:** \_\_\_\_\_