

AQIP Steering Committee Meeting
8:00 – 9:30 am – April 10, 2012
Kent Library Room 318

In attendance: Chair, D. Starrett, C. Frazier, B. Kelly, D. Koch, K. Loenneke, T. Messmer, D. Probst, R. Rosati, P. Ryan, S. Scott, B. Skinner, and A. Vandeven, and P. Vining

Absent: D. Atwood, S. Swartwout

Notes: Sondra Phillips

Theresa discussed the newsletter draft and asked for everyone's ideas. We need the AQIP informational newsletter sent to faculty and staff by the end of next week. More informational newsletters will be sent in the fall 2012 semester to keep everyone aware of the accreditation process and what it means to our campus.

In the Welcome to AQIP section, we need to give a better explanation of AQIP and discuss the timelines. We need to point out that everything we are doing now is focused on the April 17-19, 2013 checkup visit. Dave and Susan will work on the Welcome to AQIP revision and send it to Theresa. We need to mail the newsletter around April 19th or 20th.

We want the campus to know about the success of the basic algebra skills action project. Everyone needs to know this is an ongoing process to help students who need help with their math skills. Dave suggested a meeting with Ann Hayes to discuss ways to let campus and community know about our success. A meeting with Dave, Ann Hayes, Ron Rosati, Pradeep Singh, Chris McGowan, Tammy Randolph, and Craig Roberts will be arranged for the week of April 16.

Dave will bring a draft of the new Action Project to our April 16th meeting. Upon committee approval, it can be submitted to AQIP.

Dave will put the weekly count-down on the AQIP webpage.

Dave is meeting with different departments to get their input for the Portfolio.

Dave will create a draft timeline for writing the revisions to the Portfolio. It was suggested Susan Swartwout be asked to be the Portfolio Editor. Other rewrite volunteers are Alissa Vandeven, Chris Frazier, Sophia Scott, and Krissy Loenneke. It was suggested that Dr. Dennis Holt would be a good reviewer, since he reviewed the last Portfolio. Dave is responsible for keeping everyone on track. The draft timeline will be presented at our next meeting.

Dave will check on the expiring Steering committee memberships and will bring information to our next meeting.

Our next scheduled meeting is April 17th in the University Center Board Room at 8:00 a.m.