

**AQIP Steering Committee Meeting**  
**8:00 – 9:30 am – April 17, 2012**  
**University Center Board Room**

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

Absent: D. Atwood, B. Kelly, A. Vandeven

Notes: Sondra Phillips

Dave said there are six Steering Committee members whose terms will expire. He has contacted the deans and asked for replacements. Susan was asked to stay on committee as ex-officio.

Theresa provided a draft of the AQIP Newsletter and asked for revision ideas from the committee. CSTL can print and fold the final version, and Central Receiving will add the electronic labels so it will be sent to all faculty and staff. Theresa will make revisions and have final draft ready for Executive Staff next Monday.

Ron said Carol Heizer can send the electronic version of the newsletter to all faculty. Theresa will send Carol the email with attachment.

Ron noted that Ann Hayes is doing a public relations piece on the MA101 Action Project.

Ron said an AQIP timeline needs to be created and submitted to Executive Staff in two weeks. The timeline should contain dates, departments, person in charge, and what needs to be done. Pat Ryan and Doug Koch will work on this list. Dave will send Pat an excel file. We also need to give the Vice-Presidents a to-do list.

Dave said we need to create AQIP Steering sub-committees to make sure accreditation details are completed. We decided on the following sub-committees:

- Strategic issues – this group looks at the O's and OO's and lays out a succession plan. Chris and Bruce will match OO's to strategic issues. We can talk about these on May 8<sup>th</sup>.
- Writing – consisting of Susan, Sophia, and Krissy
- OO's – will be divided by category
- Portfolio – make sure the S's and other information is updated

At our May 1 meeting, we need to discuss liaisons (people who will keep everyone aware of deadlines for turning in information for reaccreditation).

Dave will try to get agenda for the May 1 meeting before he leaves on Thursday.

Our next scheduled meeting is May 1<sup>st</sup> in the University Center Board Room at 8:00 a.m.