

**AQIP Steering Committee Meeting**  
**3:30 – 5:00 p.m. – August 27, 2013**  
**Kent Library Room 318**

In attendance: Chair, D. Starrett, C. Alberternst, K. Bawaneh, B. Dorris, C. Frazier, K. Loenneke, K. Magnan, G. McDougall, T. Messmer, D. Probst, B. Skinner, A. Vandeven

Absent: D. Atwood, D. Holt, D. Powell

Dave welcomed everyone to a new academic year and introduced Dr. Gerald McDougall, Interim Provost, and Benny Dorris, Student Government President as new members of the AQIP Steering Committee (ASC).

The ASC includes the following members:

Non-Rotating	David Starrett, AQIP Liaison, Chair
Non-Rotating	Gerry McDougall, Interim Provost
Non-Rotating	Dennis Holt, Director of Institutional Research (will be Kang Bai after October 15)
Non-Rotating	Christina Frazier, Department of Biology
AY 2012-2014	Doug Atwood, Faculty Senator
AY 2013-2015	David Powell, Faculty Senator
AY 2012-2014	Cheryl Alberternst, Faculty at Large
AY 2013-2015	Khaled Bawaneh, Faculty at Large
AY 2014-2016	David Starrett, Deans Council
AY 2012-2014	David Probst, Chairpersons Forum
AY 2013-2015	Theresa Messmer, Clerical Technical Service Staff Council
AY 2014-2016	Krissy Loenneke, Professional Staff Council
AY 2013-2015	Alissa Vandeven, Finance & Administration
AY 2012-2014	Bruce Skinner, Enrollment Management & Student Success
AY 2014	Benny Dorris, Presiding President of Student Government
AY 2014	Kevin Magnan, Student Representative to the Board of Regents

This fall we will focus on 1) updating Action Projects, and 2) updating the Systems Portfolio.

1. We have three new Action Projects (AP):
  - Enhancing the Teacher Education Program (TEP)
  - Defining Attributes that Encourage an Engaged Student Body
  - Improving Student Retention

The first drafts from the proposers have been submitted. Final drafts must be submitted to the Higher Learning Commission (HLC) by September 30. After these have been approved by HLC, Dave will retire the current Course Redesign and Planning & Assessment Action Projects.

The Student Learning Outcomes Action Project is still active. Dave will talk to the committee chairperson about the focus of the AP.

## 2. Updating the Systems Portfolio

Our Systems Portfolio is due to HLC June 1, 2014. This Portfolio meets AQIP requirements for accreditation.

### **Timeline for category rewrites:**

- September 30 - October 25 - Categories 6 & 9
- October 28 - November 22 - Categories 3 & 4
- November 25 - December 20 - Categories 2 & 7
- January 13 - February 7 - Categories 5 & 8
- February 3 - February 28 - Category 1

### **Category rewrite leads:**

- Category 1 - Alberternst, Atwood
- Category 2 - Messmer
- Category 3 - Skinner, Dorris
- Category 4 - Vandeven
- Category 5 - Probst, Magnan
- Category 6 - Skinner, Vandeven
- Category 7 - IR Director, Bawaneh
- Category 8 - Provost's Office, Messmer
- Category 9 - Provost's Office, Powell

### **Category Rewrite Process:**

- Frazier and Loenneke with category leads rewrite category answers according to timeline
- Starrett & Frazier add evidentiary statements over same timeline
- Category drafts go out to committee when finalized
- Final Draft completed by March 14
- Draft proofing March 17 - April 11

Frazier asked if we should ask the Vice Presidents for examples of "closing the loop".

Dave said as the Vice Presidents' updates come in, he will get the information to the category leaders for the rewrites.

Dave asked ASC to review their assignments and time frames as homework for the next meeting. If anyone has problems or time constraints, they should tell Dave at that time.

Fall meetings will be held on Tuesdays from 3:30 to 5:00 p.m. in Kent Library room 318.  
The fall meeting dates are:

September 10 and 24

October 8 and 22

November 12 and 26

December 10

Meeting adjourned.