

**AQIP Steering Committee Meeting**  
**1:00 – 2:30 p.m. – August 7, 2012**  
**Kent Library Room 318**

In attendance: Chair, D. Starrett, D. Atwood, K. Loenneke, K. Magnan, T. Messmer, D. Powell, D. Probst, R. Rosati, P. Ryan, S. Scott, B. Skinner, S. Swartwout

Absent: C. Alberternst, C. Frazier, B. Kelly, A. Vandeven, P. Vining

Guest: Tammy Randolph

Notes: Krissy Loenneke

The AQIP Steering Committee met on August 7, 2012, with 13 members present. The meeting began at 1:05 p.m. with Dave Starrett explaining the first draft of the portfolio has been completed and is now with Jake Gaskins for lay-proofing. There may be an issue with the number of pages being 115. However, all the O/OO's have been addressed making the document longer than the maximum 100 pages. The document can be rewritten for the next portfolio submission in two years. Per Susan Swartwout, Jake has completed his proofing and she will be incorporating his changes. Dave has asked that the document be to him by Monday, August 13, 2012, so he can send the portfolio to Executive Staff in time for their meeting on August 15. Susan is also currently working on proof-reading the quality summary report.

The Federal Compliance report has been sent to the ASC and Dave has received feedback on the report. He is currently working on incorporating those changes as well. The information that Dr. Holt provided regarding the student complaints is exactly what the students see. Therefore, in the report the words "you" and "your" will be used. In one case instead of having three years of data, only 11 months was available. This division is currently updating their procedures and will be keeping better records.

Dave reminded the ASC that the documents will be sent to the reviewing team on August 20. When the site visitors arrive, these same documents, in paper form, will be in their hotel rooms along with "welcoming gifts".

Executive staff has reviewed the draft visit agenda. As of this morning there were no changes. Dave will send a copy of the agenda to the site visitors for their approval and input. The agenda will also be sent on August 20. Questions were raised as to whether or not members of ASC should be at the faculty and staff perspective sessions. It has been suggested that members of ASC are not at those specific sessions. All faculty and staff members are invited to those sessions however. Select individuals will be sent invitations.

Dave has met with various groups to inform them about the site visit. So far, Dave has spoke to the Foundation, RA's, and Facilities Management. Dave has given those groups a one-page summary of AQIP and improvements the campus has made due to AQIP. If there are any other groups interested in having Dave speak to them, they need to contact Dave. Dave plans to visit Student Government, Faculty Senate, and college meetings. There is a possibility that the convocation could be moved to before the site meeting. At this time, no definite decision has been made.

Dave spoke to the HLC and was informed that Southeast does not need to respond to the public comments that have been made. However, we must state where the bid for comments was posted and give a copy of what was posted in the newspapers. While speaking to a representative of HLC, Dave was informed that there are some critical comments that Southeast should be ready to respond to during the site visit. Dave, Ron Rosati, and Dr. Dobbins, will not find out what these comments are until roughly September 1. Most comments are praise to the university.

ASC will be sending out another newsletter. This newsletter will be basic information, such as; why AQIP, what AQIP is, the part that all play in AQIP, the date of the visit, and that this is a two-team member visit.

Next meeting will be August 14, 2012.

Meeting adjourned at 1:55 p.m.