

AQIP Steering Committee Meeting
3-5 pm – December 2, 2011
UC – Mississippi Room

In attendance: Chair, D. Starrett, C. Frazier, D. Koch, K. Loenneke, D. Probst, P. Ryan, S. Scott, and P. Vining

Absent: D. Atwood, B. Kelly, T. Messmer, R. Rosati, B. Skinner, S. Swartwout, A. Vandeven

Notes: Wanda Lang

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

- Dave met with:
 - SGA – October 17
 - SPS – October 17
 - Chairs Forum – October 24
 - HHS – November 9
 - CTS – November 16
- Dave is scheduled to meet with the following:
 - CSM, PSC, HCB, and CLA

Dave indicated that the AQIP Website update is nearly complete

Dave mentioned that the committee for Action Project on Assessment has started meeting. Tom Linares is the chair of the committee and they are making good progress already

Dave indicated that the committee needs to solicit an additional project to begin in spring 2012

Dave brought to the committee spring tasks to be completed:

- Develop Action Project solicitation and selection process
- Identify additional Action Project to begin in spring
- Schedule reports to AQIP Steering Committee from Action Project team leaders/liaisons
- Q² reports
- Initiate Systems Portfolio update process – go through and identify what needs to be changed on the “OO”
- Begin preparation for check-up visit – 10 page summary report and compliance report

Dave distributed a packet of materials to go over:

- Q² Project Proposal
 - After some additional discussion with some minor changes to the proposal Dave will send out to the committee for final approval. He will then forward to Executive Staff for approval.

The December 9 meeting is cancelled.

Dave suggested the following meeting times for the committee to meet during spring: 1st/3rd Tuesdays – 8 – 9:30 or 1st/3rd Thursday – 8 – 9:30 or 2nd/4th Thursday – 8 – 9:30. After some discussion it was decided to meet on 1st/3rd Tuesdays of each month from 8 – 9:30 am.

The next meeting will be January 31, 2012, in University Center Board Room at 8 am.