

**Special-Called AQIP Steering Committee Meeting**  
**8:00 – 9:30 am – February 28, 2012**  
**Kent Library Room 318**

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

Absent: D. Atwood, Doug Koch, and Pat Vining

Notes: Sondra Phillips

Ron Rosati called this special meeting to discuss the urgency of our efforts to complete our accreditation. This committee will meet every-other Tuesday (including when Administrative Council is cancelled). Meeting rooms will be reserved and dates and locations of the added meetings will be sent to members. Members were asked to put Tuesdays, 8:00 to 9:30 a.m., on their calendars. They will be notified when there is an actual meeting.

We have three weeks to make a plan, turn it in, and start implementing our procedures.

Ron asked everyone to read the HLC “Policies Adopted on Second Reading Credit Hours” before our next meeting.

Ron discussed the following:

- We need to document student complaints, and we need to show how the situations were handled.
- We need examples of how things are done at other universities.
- We have to know HLC regulations and how they want our documents. Our website must clearly state how we document everything, and how we are compliant with regulations.
- Members were asked to find links on other university websites that show how their institutions fulfilled their AQIP requirements. These will give us new ideas for our process.
- Members were also asked to search for campus assessment plans and processes in Google.

Dave will compile things that are not showing on the list. Committee members will be assigned to things on the list today.

Dave said that Western and Northwest Missouri State are just ahead of us in this process. Their website should have information we could use.

Dave and Chris have access to information AQIP site visitors get before they visit colleges. They also have the report format site visitors use. They will share this information with the Steering committee.

Ron said we need a nuts and bolts University-wide assessment committee and asked who this committee should be. It was decided this committee will develop and implement the process for an ongoing, institution-wide assessment program.

Dave said there is a copy of the System Appraisal Feedback Report on our AQIP website. Dave will update our “to do” list, and will send the strategic issues URL to members. Everyone is asked to read the strategic issues before our next meeting.

Ron said we will put our “to do” items on the website and provide links that will show how we met the requirements. We want our information to be straightforward and clear to HLC.

We will discuss the following at our next meeting:

- Decide how to set up our process
- Discuss examples to get to Executive Staff. We need a handout to show what we need to do, how we are going to do it, and who is doing it.

Our next meeting is March 6 in the University Center Board Room at 8:00 a.m.