

AQIP Steering Committee Meeting
8:00 – 9:30 am – February 7, 2012
UC – Board Room

In attendance: Chair, D. Starrett, C. Frazier, B. Kelly, D. Koch, K. Loenneke, T. Messmer, D. Probst, B. Skinner, S. Swartwout, and A. Vandeven

Absent: D. Atwood, R. Rosati, P. Ryan, S. Scott, P. Vining

Notes: Sondra Phillips

Dave handed out some AQIP newsletters from another university. These newsletters were used to inform faculty, staff, and students about their AQIP process and its importance. Steering Committee members agreed this would be a good communication project us. A Subcommittee was formed consisting of Susan Swartwout, Theresa Messmer, Sophia Scott, and Brian Kelly. The Committee will give us some ideas on February 21 about newsletter content, frequency and targeting.

Members gave the following newsletter ideas:

- Make an electronic newsletter to put in the Newswire and send to the faculty list serve
- Put a copy on the Portal for students to see
- Do one article and not a 2-page document so people do not lose interest
- Do multiple communication approaches in small chunks
- Send two newsletters this semester, three in fall 2012, and one in February 2013
- Include the Regional campuses
- Highlight a Q² in each newsletter
- Be sure to state why AQIP is important to you and why you are important to AQIP. This is where we are with the process and these are our plans. Discuss improvements to curriculum

Other communication ideas:

- Be sure to talk with regular students and not just student ambassadors
- Meet with the four Boards from the River Campus
- Meet with IT Advisory Board
- Ask Deans to communicate with their chairpersons
- Ask Dr. Dobbins to send out a “State of the AQIP” in a *Southeast Missourian* article

We discussed changes to the Q² Proposal Form. Dave will send Susan the document for her to revise. We will discuss the final document at our next meeting. It was suggested to make this a web form with information being dropped into a spreadsheet for easier reading.

Dave will ask Allen Gathman and Theresa Haug-Belvin if they can attend one of our meetings to discuss their Q² projects.

Margaret Waterman and Pradeep Singh will give the status of their Action Projects at our February 21 meeting.

We will hear from the Provost at our next meeting regarding the Planning and Assessment Action Project recommendations. This information will guide us in updating our Systems Portfolio. We will use the next two meetings to develop our plans.

We need to recommend three AQIP checkup-visit dates. We will discuss this at our next meeting, so Dave can send a recommendation to the Executive Staff.

Dave handed out a Quality Checkup Guide to help us with the AQIP process.

We need to start a new Action Project this spring. We may find an Action Project by looking at the 2020 committee report. Dave asked everyone to review the “O” and “OO”s and possibly find a good Action Project from that area. The Systems Portfolio Feedback Report is on the Southeast AQIP website for easy access to this information.

The next meeting will be February 21, 2012, in Kent Library room 318 at 8 am.