

**AQIP Steering Committee Meeting**  
**3:30 – 5:00 p.m. – January 25, 2013**  
**Kent Library Room 318**

In attendance: Chair, D. Starrett, C. Alberternst, K. Bawaneh, C. Frazier, D. Holt, K. Loenneke, K. Magnan, D. Powell, D. Probst, R. Rosati, B. Skinner

Absent: D. Atwood, T. Messmer, A. Vandeven, P. Vining

Dave welcomed everyone back. He reminded the Committee that Pat Ryan retired, and Dennis Holt is taking her place on the Committee until a replacement is hired in Institutional Research.

We received our Reaffirmation of Accreditation. Southeast has been reaffirmed through 2019-2020. President Dobbins wrote the Higher Learning Commission (HLC) stating we would remain an AQIP campus, and the HLC accepted our request.

#### Spring 2013

- The following information was provided in a Notebook to the Committee
  - Tab 1 – Reaffirmation of Accreditation Recommendation
  - Tab 2 – Reaffirmation of Accreditation letter
  - Tab 3 – New Criteria for Accreditation
  - Tab 4 – Expectations regarding information availability to students
  - Tab 5 – Systems Portfolio Guide
  - Tab 6 – Action Project Proposal Form
  - Tab 7 – Reaffirmation recommendations (title: III. Participation in the AQIP)
  - Tab 8 – blank
  
- Systems Portfolio Update  
The Systems Portfolio is due June 1, 2014. Members were asked to think of the best way to update and create a timeline and bring their ideas to our next meeting on February 15.
  
- Action Projects (AP)  
We need one or two new APs initiated by the end of the spring semester.
  
- Q<sup>2</sup> Projects  
Make the application form available on web, and let people know it is available.
  
- Action Project/Q<sup>2</sup> Sharefair  
Dave will send an email to AP chairpersons. He will ask about their experience working with the ASC. Was ASC helpful? How can we improve our services to AP committees?
  
- Newsletter  
We will work on a Newsletter by the end of February.

## AQIP Action Project Proposal Process

- We should include Faculty Senate and Chairpersons Forum when publicizing AP Proposal Process.
- Publicizing date is February 4, 2013.
- We will hold information sessions on developing proposals the weeks of February 11-15 and Feb. 25-March 1.
- Deadline for submitting proposals to ASC is March 8. Sondra can put PDF proposals together and email to ASC for review.
- ASC will meet at a dinner meeting on March 26 to narrow and prioritize the AP list.
- List goes to Executive Staff March 28 with ASC suggestions.
- On April 19, the top 10 proposals are posted in a survey (non-binding) to campus through SurveyMonkey. The SurveyMonkey end date is April 25, so ASC can review on April 26.
- New projects will be announced May 1.