

**AQIP Steering Committee Meeting**  
**8:00 – 9:30 am – January 31, 2012**  
**UC – Board Room**

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

Absent: D. Atwood, C. Frazier

Notes: Sondra Phillips

Dave discussed 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
- Q<sup>2</sup> 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
  - Recommend visit for February 2013

Dave mentioned the AQIP support person is now Sondra Phillips. Wanda Lang moved to a new position in the Admissions Office.

Dave will ask Margaret Waterman, Pradeep Singh, and Tom Linares (Action Project Leaders) to attend one of our meetings and bring an update of their committee’s progress.

The committee wants to have Q<sup>2</sup> report meetings once per semester. These meetings will be an interactive time with the liaisons reporting on their progress. This will be an afternoon meeting with refreshments where ideas will be discussed informally.

Dave will finalize the Q<sup>2</sup> request form and bring to our next meeting.

Dave said we need to go through and identify what needs to be addressed in our Systems Portfolio, specifically in relation to “O” and “OO”.

Dave suggested we ask the AQIP team to come to campus in February 2013. Dave will send a memo to the Executive Staff in which he will give details of our responsibilities and will request a February 2013 site visit. Dave will also give information for the 10-page document that will be sent to the Reviewers prior to the visit.

Dave will send the new AQIP criteria to the Steering Committee before our next meeting.

Dave has met with all groups except for Harrison College of Business and professional staff. He asked the committee for suggestions to make our campus aware of the AQIP visit and our action projects.

- Schedule a second meeting with the groups from fall 2011
- Put AQIP update on Newswire and refer people to AQIP website
- Put article in Arrow on Reaccreditation

The next meeting will be February 7, 2012, in the University Center Board Room at 8 am.