

AQIP Steering Committee Meeting
1:00 – 2:30 p.m. – July 10, 2012
Kent Library Room 318

In attendance: Chair, D. Starrett, D. Atwood, C. Frazier, B. Kelly, K. Loenneke, K. Magnan, T. Messmer, D. Powell, D. Probst, P. Ryan, S. Scott, S. Swartwout, A. Vandeven

Absent: C. Alberternst, R. Rosati, B. Skinner, P. Vining

Guest: Tammy Randolph

Notes: Sondra Phillips

Two Quality Checkup Countdown sheets were given to the AQIP Steering Committee (ASC). One shows the information that was given to the Executive Staff on July 9, and the second was for Administrative Council on July 10.

The Writing Team has the information they need to update the Portfolio S/SS items.

Dave asked ASC to let him know about updates they already sent him. We have items on our O/OO list that are not marked “as read” yet. All data must be submitted to the Dropbox by the end of the day July 13. Chris will submit her information by July 18. Susan can have her draft ready by July 20. Portfolio will be ready for Jake by August 3, and he will be finished by August 10. Everything must be done by August 13.

Dave will have the draft of the Quality Report by July 17.

Dave and Tammy will work on the Federal Compliance document.

The Student Learning Outcomes Action Project was approved by the Executive Staff, and the Project has gone to Administrative Council for their approval. The Action Project will be submitted to HLC by July 31.

Dave provided a sample agenda for our September 12-14, 2012, Quality Checkup Visit (QCV). He asked ASC to come prepared to discuss agenda ideas at our July 17 meeting when we will make a draft agenda.

Dave will be away during our July 24 scheduled meeting. He will decide if ASC will meet without him.

Our next scheduled meeting is July 17.