

AQIP Steering Committee Meeting
1:00 – 2:30 p.m. – July 3, 2012
Kent Library Room 318

In attendance: Chair, D. Starrett, C. Frazier, B. Kelly, K. Magnan, T. Messmer, D. Probst, R. Rosati, P. Ryan, B. Skinner, S. Swartwout

Absent: C. Alberternst, D. Atwood, K. Loenneke, D. Powell, S. Scott, A. Vandeven, P. Vining

Guest: Tammy Randolph

Notes: Sondra Phillips

Dave reminded the AQIP Steering Committee (ASC) that July 15 is the deadline for proofing and finishing the documents we are working on. The completed documents must go to the Executive Staff by August 15, 2012.

Last Friday, the O/OO team met and reviewed responses. A list has been created for items left to do. ASC discussed who will be responsible for gathering this data by Monday, July 9. Dave asked that all updates be sent to the AQIP@semo.edu address. This deadline is necessary so the writing committee can make use of the information.

A list of needed S/SS updates was given to ASC. Persons accountable for updating or getting this information are:

- Category Three – Pat Ryan and Brian Kelly
- Category Four – Pat Ryan
- Category Five – Dave Starrett
- Category Six – Bruce Skinner
- Category Seven – Ron Rosati (He will ask Allen Gathman for this information.)
- Category Eight – Pat Ryan
- Category Nine, Table 9R2.1 and 9R2.3 – Pat Ryan
- Category Nine, three-year action project – Dave Starrett

Chris found that not all information in O/OO has been addressed. Dave asked Chris to identify and make a list of items that need formalizing. We will discuss this list at our next meeting.

Six Systems Appraisal Strategic Issues were given to ASC. Members were asked to review and submit track changes to Dave by Monday night, July 9. He will address and bring documents to our July 10 meeting. He will have the draft ready by July 17.

Dave will send the Student Learning Outcomes Action Project Declaration to Ron, so he can take it to the next Executive Staff meeting.

Future agenda items are:

- Public relations for students and campus
- Setting draft agenda for September visit
- Reviewing Portfolio, Quality Report, Federal Compliance drafts

Pat Ryan suggested having Institutional Research review the document to make sure data is written accurately.

Our next meeting is July 10, 2012.