

**AQIP Steering Committee Meeting**  
**8:00 – 9:30 am – March 13, 2012**  
**Kent Library Room 311**

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

Absent: D. Atwood, C. Frazier, B. Kelly, T. Messmer, and Pat Vining

Notes: Sondra Phillips

Dave said the content of the notebook includes:

1. Preparations for check-up visit
2. Assessment process annual cycle and following through
3. SLO initiative

Dave will start meeting with colleges next Wednesday. There will be representatives from our committee who will talk about writing SLO's.

There is a page in the notebook with the to-do list on getting ready for site visit. All preparations and documents will be submitted to site visitors two months before our scheduled visit. Data gathering, writing, and document polishing must be done prior to the two month deadline. The notebook will show who is responsible for gathering the information. The AQIP Steering Committee will get a copy of the notebook.

One of the items for our report is the comparison of our university to other universities. In Dave's assessment of other universities, he found they were lacking in comparing themselves to other universities.

Dave will write a paper making the SLO project the next Action Project. He will get the document to Jennifer who will get it to Debbie Fulton to be put on agenda for Executive Staff meeting next week.

When Dave makes his presentation at Executive Staff, he will share the following:

- If people don't know how to do the jobs in which they were assigned, they can contact Dave and he will help them or he will give them a person to contact for help.
- Dave will give the SLO website and discuss it
- SLO's should be written by the end of the spring 2012 semester

Dave said we need to do a public relations newsletter to advertise AQIP: what we are doing and why, deadlines, compiling data, etc.

O's and OO's information will be sent out about one week from today to those who will gather data.

Dave will add more information to the O and OO table in the binder that Ron requested.

Our next meeting is April 3 in Kent Library room 318 at 8:00 a.m.