

**AQIP Steering Committee Meeting**  
**4:00 – 5:00 p.m. – March 1, 2013**  
**Kent Library Room 318**

In attendance: Chair, D. Starrett, C. Alberternst, K. Bawaneh, C. Frazier, K. Loenneke, D. Powell, D. Probst, R. Rosati, A. Vandeven,

Absent: D. Atwood, D. Holt, K. Magnan, T. Messmer, B. Skinner, P. Vining

Dave said there are two items we need to discuss today:

1. Action Project (AP) Proposal Process

The AP Proposal process has been advertised. Dave has not received any proposals yet. Dave asked if we need to have a workshop to answer questions about completing an AP Proposal. The majority agreed we need to have one workshop on a Wednesday during Common Hour. Dave and Sondra will make workshop arrangements. Dave asked ASC members if they would be available to answer questions at the workshop, and he received volunteers.

Cheryl said the Nursing department has an idea for an AP.

If no proposals come in, we will use our March 26<sup>th</sup> meeting to brainstorm ideas for APs.

2. Systems Portfolio

We need to get moving on the Systems Portfolio process. Dave and Chris will prepare the evidentiary pieces. Dave will put an electronic form together to make it easier for ASC to report their information that was assigned to them.

Dave is working on the AIDU information which must be submitted every spring.

We need to address assumed practices when we have time.

Dave and Krissy Loenneke are supposed to cycle off ASC. Dave will send a letter to the chairperson of professional staff regarding Krissy's membership on ASC. The Provost will make the decision about Dave's ASC continued membership.