

**AQIP Steering Committee Meeting**  
**8:00 – 9:30 am – March 6, 2012**  
**University Center Board Room**

In attendance: Chair, D. Starrett, C. Frazier, B. Kelly, D. Koch, K. Loenneke, R. Rosati, P. Ryan, S. Scott, B. Skinner, and S. Swartwout

Absent: D. Atwood, T. Messmer, D. Probst, A. Vandeven, and Pat Vining

Notes: Sondra Phillips

Dave noted we have three items to focus on today:

1. Identify the new Action Project (AP)
2. Check-up visit
3. Process for University –wide assessment

Item 1:

The Math Action Project is ready to retire. We need a new AP in place immediately. It was decided to use the Student Learning Outcomes (SLO) as the new AP. Dave will write the concept that needs to go to Executive Staff in two weeks.

Item 2:

Dave said we should hear from the Higher Learning Commission next week regarding the date of our check-up visit.

Item 3:

Ron suggested the following:

- The AQIP Steering Committee is charged with the University's Annual Assessment process.
- The process must be written, polished, and ready to go to Executive Staff on March 19<sup>th</sup>. It will also be given to Administrative Council on March 20<sup>th</sup>.
- The notebook will include cover page, table of contents, goals, who is responsible for the different goals, O's and OO's, and the annual cycle with documents being due in November. Dave will start writing the notebook today with the help of volunteers Pat Ryan and Sophia Scott.

We have a list of O's and OO's that need to be assigned to people. Dave will make the to-do list and will recommend people for the tasks. He will bring the list to our next meeting.

Our next meeting is March 13 in Kent Library room 318 at 8:00 a.m.