

**AQIP Steering Committee Meeting**  
**4:00 – 5:00 p.m. – November 5, 2012**  
**Kent Library Room 318**

In attendance: Chair, D. Starrett, C. Alberternst, D. Atwood, K. Bawaneh, C. Frazier, K. Magnan, D. Powell, P. Ryan

Absent: K. Loenneke, T. Messmer, D. Probst, R. Rosati, B. Skinner, A. Vandeven, P. Vining

Dave has not heard about our reaffirmation yet. The Higher Learning Commission is behind since Steve Spangehl left the Commission.

At this time, we should focus on soliciting new Action Projects (AP). Dave took the AP Project and Q<sup>2</sup> forms to the Provost and Deans' Council. The forms have been approved.

ASC discussed the AP solicitation process so Dr. Rosati can take it to Executive Staff.

- Use Q<sup>2</sup> form
- Advertise in Newswire
- Schedule information sessions
- Publicity meetings with Councils
- Proposals will come to ASC
- ASC will narrow the list by sending the top 12 APs to Survey Monkey for faculty and staff to vote. The top 5 APs will go to Executive Staff for the final decision.

The Q<sup>2</sup> projects will have a different solicitation process than APs.

November 19, 4:00 to 5:30 p.m., is the Action Project/Q<sup>2</sup> Sharefair. All current APs and Q<sup>2</sup> chairpersons will give a brief summary of their project, will tell about lessons they learned, and will give an overall result. ASC will ask chairpersons how we can improve the AP process.

Our next meetings are scheduled for:

Monday, November 19 (4:00 – 5:30 Sharefair)

Monday, December 3 (4:00 – 5:00) Discuss spring meeting schedule