

AQIP Steering Committee Meeting
4:00 – 5:00 p.m. – October 15, 2012
Kent Library Room 318

In attendance: Chair, D. Starrett, C. Alberternst, D. Atwood, K. Bawaneh, C. Frazier, K. Loenneke, K. Magnan, T. Messmer, D. Powell, D. Probst, P. Ryan, B. Skinner, P. Vining

Absent: R. Rosati, A. Vandeven

The Higher Learning Commission (HLC) sent the Quality Checkup Visit Report to President Dobbins. After Dr. Dobbins reviews the Report, the information will be shared with the University.

Dave and Chris attended the HLC Peer-Reviewer webinars detailing the new criteria for accreditation. Dave provided a handout of the new criteria for AQIP Steering Committee (ASC). The criteria have been updated, but there is nothing significantly different that we are required to do.

The new criteria impacts:

- Action Projects (AP). We are in good standing with all our APs but will have to make sure that APs reflect the new criteria.
- Next Systems Portfolio. We will start working on the Portfolio after Christmas.
- Current processes, specifically planning and assessment. We will work on our assessment in greater detail with Dr. Holt next year.

Summary of Q² Projects:

- The Credit Hour Definition (Gathman) project met the objectives and the project is completed.
- Career Linkages Proficiency Checks Review (Haug-Belvin) was finished last spring.
- Streamline Graduate Program Admissions and Graduation Processes (Below) has been completed.
- Student Learning Outcomes (Starrett) Q² was completed and is now a current Action Project.
- Learning Management Systems Review (Gathman) has been completed. Gathman is preparing the final report.
- Online Program Development (Gathman) is an ongoing Q². There are a few more tasks to complete this semester then a permanent committee will be established.
- Course Syllabus Guideline and Template (Starrett) Q² is just beginning.

Dave will ask the Q² and AP chairs/team leaders to come to ASC meeting to give a 5-minute update of their Projects.

Dave provided a copy of the Q² Project Proposal which was prepared in February 2012. We want to use this form to solicit new Q² Projects. We will put the form on the AQIP website as

a PDF document and as a form so it can be completed online. This form will be adapted and also used as an Action Project Proposal form. This will also go on the AQIP website as a PDF document and as a form. Dave will ask if it is possible to put a form in Open Text (Red Dot).

The HLC reviewed our three current Action Projects and gave us very positive reviews.

Dave sent an Action Project guide via email to ASC this morning. Dave will add a sentence to the form per ASC suggestions. He will take the guide to Deans' Council and ask for their input.

When we solicit new projects, we need to consider the following:

- Can we use Q² process?
- Advertising
- Information sessions
- Publicity
- Proposals coming to committee
- Committee narrows list
- List goes to executive staff

We will discuss the Systems Portfolio 2014 at another meeting.

We need to maintain the campus awareness and engagement with AQIP that the visit preparation process created.

- We can do a Newsletter in two weeks which will include the HLC response to our Checkup Visit.
- Do periodic updates for councils, colleges, units, etc. An AQIP Liaison goes to each of the following for 10-15 minute update each semester:
 - Dean's Council
 - Chairpersons Forum
 - Clerical/Technical/Staff Council
 - Professional Staff Council
 - Other Southeast Boards
 - Administrative Council
 - Faculty Senate
 - Student Government
 - Academic Council
 - College Councils (Dave will give this option to Deans)

At our next meeting on October 22, we will discuss:

- Action Project solicitation process
- Dave will modify Q² form so it says Action Project form
- Dave will get on group agendas to discuss AQIP updates
- Advertising process (have information sessions)