AQIP Steering Committee – September 2, 2011
Second AY12 Meeting

Goals for Fall:

- Finalize and implement communication plan
- Develop QIP project process
- Identify QIP projects
- Identify Additional Action Projects
- Develop and implement AP on Planning & Assessment

Communication Plan:

On agenda for September 21 Faculty Senate

Will be handed out at College Meetings September 14, 21, 28

Others in planning phase

QIP Process

Review draft today

Action Projects on Assessment:

Review AP Declaration for this project today

Future Meetings:

September 16	Kent Library 311
September 23	UC Board Room
October 28	UC Board Room
November 4	UC Board Room
November 18	UC Board Room
December 2	UC Mississippi Room
December 9	UC Board Room

AQIP Steering Committee Meeting
3-5 pm – August 26, 2011
University Center – Board Room

In attendance: Chair, D. Starrett, D. Atwood, C. Frazier, B. Kelly, D. Koch, K. Loenneke,
D. Probst, R. Rosati, P. Ryan, S. Scott, B. Skinner, S. Swartwout, A. Vandeven, P. Vining

Absent: T. Messmer

Notes: Wanda Lang

Membership and Introduction – Dave had everyone introduce themselves and tell which division
they were representing on the AQIP Steering Committee for 2011-12 Academic Year:
David Starrett, AQIP Liaison & Dean's Council representative
Ron Rosati, Provost
Pay Ryan, Director of Institutional Research
Christina Frazier, Director of Assessment
Doug Atwood, Faculty Senator
Sophia Scott, Faculty Senator
Doug Koch, Faculty at Large
Susan Swartwout, Faculty at Large
Dave Probst, Chairpersons Forum
Theresa Messmer, Clerical Technical Service Staff Council
Krissy Loenneke, Professional Staff Council
Alissa Vandeven, Finance & Administration
Bruce Skinner, Enrollment Management and Student Success
Brian Kelly, Student Representative to the Board of Regents
Patrick Vining, Presiding President

Dave and Ron gave an update regarding the AQIP's process and what our charge is to the new
members.

Dave distributed a packet of materials to go over:
- Proposed Communication Plan
  o With a few minor changes Provost Rosati will take to Executive Staff on Monday to
    finalize and implement
- AQIP Basics
  o Possibly use this as a handout when visiting the different groups on campus during the
    fall.
    ▪ Need to add:
      ➢ How this committee came to be
      ➢ How important it is and why they should care
      ➢ What we are doing
      ➢ Put the URL for our site and the Action Project Site
      ➢ Update the Action Projects
      ➢ Possibly something about budgetary considerations.

- QIP Proposals (3):
    - Student Learning Outcomes
    - Credit Hour Definition
    - Online Growth – be sure and add the nomination process

  With a few minor changes all three are ready to move forward. Provost will take all three to Executive Staff on Monday.
- Proposed Planning & Assessment Action Project
    - Need to add how the proposed membership is formed and how each group nominates two members and then it goes to the president to make the final selection.

  With these minor changes the provost will present it to Executive Staff on Monday.

Dave needs to start contacting the different groups on campus to get on the agenda during the fall semester. It was suggested that he should try to get on the agenda for faculty senate during the second meeting for this fall.

It was suggested to have a handout put in the packets for staff new hires and new faculty regarding our charge and possible roll. Then once they are hired they will have some literature on AQIP and what the charge is.

It was mentioned that we should possibly have an electronic suggestion box on our web site. If we do we need to remind the groups when visiting this fall that it is out there for any suggestion/ideals etc.

Next meeting will be September 2, 2011 in University Center Board Room at 3 pm.

Online Growth Q^2 Proposal:

We are currently capping our main-campus admissions at 12,000 due to the limitations of available housing. Housing does not limit our growth online, however. We can continue to see significant growth as an institution by expanding online programs. As part of an ongoing plan to expand our online course offerings, we propose to increase marketing of selected online programs (tentatively the RN->BSN, MS in Criminal Justice, MBA, and Alternative Certification programs) during the Fall 2011 semester.

This increased marketing is expected to increase demand for online courses in Spring 2012.   We expect a variety of issues to arise with increased online enrollment. Staffing needs may necessitate expanded training for online faculty, as well as provision for hiring new faculty and authorizing overload pay for existing faculty. Technical demands will increase as well, and we should plan for those needs in advance.

We propose the formation of a Quick QIP project to expedite the marketing of programs and to plan for issues that will arise as online course demand increases. This Quick QIP project should begin immediately and continue through Fall 2012, when data from spring 2012 will be analyzed and recommendations for future implementation will be made.

The following membership is suggested for the Quick QIP committee:

1. Allen Gathman -- Interim Dean, Online and Extended Learning
2. Robin Grebing -- Director, Southeast Online
3. Center for Scholarship in Teaching and Learning (1)
4. Information Technology (1)
5. Admissions (1)
6. University Relations (1)
7. Department of Nursing (1)
8. Harrison College of Business (1)
9. Department of Criminal Justice (1)
10. College of Education (1)
11. Faculty Senate (1)

The CSTL, IT, University Relations, and Admissions representatives should be chosen by those units. For each college or department with a program that is expected to expand (members 7 through 10), the unit should nominate two candidates, from which one representative will be selected by the President. The Faculty Senate should nominate two candidates, from which one will be selected by the President.

Credit Hour Definition Q[2] Proposal

The US Department of Education has adopted new regulations regarding an eligible institution's awarding of academic credit for Title IV federal financial aid purposes. These revised regulations included a federal definition of the credit hour and requirements for accrediting agencies to review the institution's policies and procedures for determining credit hours and their application in practice. We are required to address this requirement for our next AQIP checkup visit.

Southeast Missouri State University uses the Carnegie definition of a credit hour, as the equivalent of one hour per week in a lecture class plus two hours per week outside work. We propose to form a QIP committee to review the policies and procedures for defining credit hours for courses at Southeast and how those policies and procedures are applied in practice, and to suggest any needed changes in policies, procedures, or practices in order to bring them into compliance with federal regulations and NCA accreditation requirements.

The committee should begin meeting in Fall 2011, make recommendations by the end of the fall 2011 semester, and monitor results during Spring 2012 in order to make any needed revisions in its recommendations. A final report on the policies, procedures, and practices as revised should be prepared during Fall 2012 to be ready before the AQIP checkup visit in early 2013.

The proposed membership of this committee would be:

1. Allen Gathman, chair (Interim dean, Online and Extended Learning)
2. David Starrett (Dean, School of University Studies)
3. Sandy Hinkle (Registrar)
4. College of Education Faculty (1)
5. College of Liberal Arts Faculty (1)
6. College of Science and Math Faculty (1)
7. Harrison College of Business Faculty (1)
8. Health and Human Services Faculty (1)
9. School of Polytechnic Studies Faculty (1)
10. Student Government association representative (1)

The Faculty Senate should nominate at least two faculty members from each college or school for positions 4 through 9, with the final selections to be made by the president. SGA will elect a representative.

Student Learning Outcomes Q^2 Proposal
September 2, 2011

Assessment of Student Learning Outcomes ("SLO"s) is a best practice that supports the basic mission of the university; teaching students. Specific additional drivers include responding to the systems appraisal feedback on the AQIP portfolio and the definition of a credit hour response to the new federal requirements. The next HLC visit will be in early Spring 2013 as an AQIP Check-up visit. The university needs to have responded to opportunities identified by the AQIP portfolio reviewers and be ready to respond to the HLC with description of how we define a credit hour by the time of this visit.

We propose to establish a Quick QIP project to develop a system for identifying, developing, implementing and assessing SLOs in all courses taught at Southeast. The goal would be to have this in place by the time of the HLC visit.

In order to meet the proposed self-imposed timeline, the committee should begin meeting in Fall 2011. A possible timeline would be to have curriculum mapping specific to learning outcomes done by the end of the fall semester, course level SLOs identified by the end of Spring 2012, and SLOs incorporated into class syllabi with initial assessment in place by the end of the Fall 2012 semester.

The Quick QIP Project would be developed and implemented by an ad hoc committee. The proposed membership of this committee would be:

1. David Starrett, Chair
2. Allen Gathman
3. Chris Frazier (Director of Assessment)
4. SGA representative (1)
5. At large faculty/chair (1)
6. At large faculty/chair (1)
7. COE Faculty (1)
8. CLA Faculty (1)
9. CSM Faculty (1)
10. HCB Faculty (1)
11. HHS Faculty (1)
12. SPS Faculty (1)
13. Kent Faculty (1)

The Faculty Senate should nominate at least two faculty members from each college or school for positions 7 through 13. SGA should nominate the student representative. Provost should nominate the at large faculty. Final selections are to be made by the President.

AQIP Steering Committee – September 2, 2011
Proposed Planning & Assessment Action Project

As an outcome of the recent Strategy Forum attended by a team from Southeast and in response to the recent Systems Appraisal, the AQIP Steering Committee (ASC) is proposing a new Action Project that focuses on improving the planning and assessment processes at Southeast. Southeast has in place an effective planning process. This Action project will emphasize "closing the loop" on these processes including the assessment and reporting components. Below is an outline of the proposed Acton Project.

Assessment Development and Planning Team – ADAPT

Project:

The ASC will establish an Action Project team that will develop a system for assessment of planning processes and completing the Plan Do Check Act (PDCA) cycle. The Action Project will be a year-long project that will produce a plan for developing the process. The implementation of the plan may be a three-year project and could be considered as a subsequent Action Project

Charge:

Develop a process to document how we operationalize the strategic plan mission, vision, and objectives and report the results to the public in a systematic cyclic manner. Develop a process for cyclic campus-wide assessment planning.   Make recommendations to the President and Executive Staff on initial measures and processes to initiate the Action Project

Timeline:

- Charge Completed   - September 1, 2011
- Committee formed and operational   - September 30, 2011
- Committee gathers input from university community   - Oct. 1 - Nov. 30, 2011
- First draft disseminated to university community   - February 1, 2012
- Second draft disseminated to university community - March 15, 2012
- Final version disseminated to university community - May 1, 2012
- Implementation   - September 1, 2012

The ASC will be updated periodically thru this timeline with meetings and reports. This committee will work with and get input from the President periodically during the process.

Membership:

- Director of Assessment
- Director of Institutional Research
- Executive Staff (1)
- Faculty Senate (1)
- Faculty at Large (1)
- Chairs Forum (1)
- Deans Council Representative (1)
- Professional Staff Representative (1)
- Clerical Technical Staff Representative (1)
- Student government (1)

Every division needs to be represented within the above membership.

Faculty Senate will nominate 2 Faculty Senators for the Faculty Senate position and 2 faculty for the Faculty at Large position. Chairs Forum, Deans Council, Professional Staff, Clerical Technical Staff and Student Government will each nominate 2 individuals for their respective positions. The President will choose from these the nominees that will serve on the committee.

The Action Project Commitment Declaration
AQIP institutions complete their actual Action Project Commitment Declarations in the Action Project Directory on AQIP's website, but the web form follows the structure below. We've provided brief explanations of what each item requires in italics, after the item.

Institution: Southeast Missouri State University

Planned project kickoff date: (default is the date of the project declaration, but you can enter a different date): September 15, 2011

Target project completion date: (the date you plan to complete the project): August 31, 2012

Actual project completion date: (default is the date you retire the project, but you can specify a different date)

A. Give this Action Project a short title in 10 words or fewer.
   Use a descriptive name containing nouns and verbs that will enable people searching for projects that interest them to find yours.
   Assessment Development and Planning Team

B. Describe this Action Project's goal in 100 words or fewer.
   You don't need to explain how you are going to accomplish the project's goals, but the clearer and more explicit the purposes are to you, the more likely you are to mount a successful project.
   The AQIP Steering Committee will establish an Action Project team that will develop a system for assessment of planning processes and completing the Plan Do Check Act (PDCA) cycle. The Action Project will be a year-long project that will produce a plan for developing the process. The team will develop a process to document how we operationalize the strategic plan mission, vision, and objectives and report the results to the public in a systematic cyclic manner. It will develop a process for cyclic campus-wide assessment planning. It will make recommendations to the President and Executive Staff on initial measures and processes to initiate the Action Project.

C. Identify the single AQIP Category that this Action Project will most affect or impact.
   Identifying the primary AQIP Category will allow colleagues from other institutions who are searching for projects that interest them to find yours. Making clear which of the nine AQIP Categories is most related to the goals of your project will help you and others with similar interests to communicate.
   Category 1, Helping Student Learn

D. Describe briefly your institution's reasons for taking on this Action Project now — why the project and its goals are high among your current priorities.
   The planning process on the campus is considered effective but the institution recognizes that in many cases the loop isn't closed and that the Plan, Do, Check, Act cycle isn't complete. This Action Project will help the campus create a plan to identify, develop or enhance assessment of the functions in all divisions at the institution. This will ultimately lead to a more consistent and effective planning and assessment process. This meets the perceived needs of the institution. It also helps the campus respond to many of the opportunities identified in the recent systems appraisal. Additionally, within this Action Project will be a move toward identification, development and assessment of student learning outcomes. This is in response to the federal requirements for the definition of a credit hour and the application of that to online courses, of which the institution currently has hundreds of and is in the process of expanding.

E. List the organizational areas — institutional departments, programs, divisions, or units — most affected by or involved in this Action Project.
   List the academic units, departments, or organizational areas that will be directly or indirectly affected by the project, or whose needs may influence the way the project is conceived.
   This project involves all divisions and units on campus and will be driven by the AQIP Steering Committee. The unit most impacted will be Academic Affairs.

F. Name and describe briefly the key organizational process(es) that you expect this Action Project to change or improve.
   Some key processes have commonly used names (hiring, personnel evaluation, course preparation, program design, budgeting, planning, etc.) while others may require unique designations and descriptions.
   The focus is on the planning and assessment process on the campus

G. Explain the rationale for the length of time planned for this Action Project (from kickoff to target completion).
   If you plan for this project to last longer than one year, identify the goals you hope to reach at one or more interim phases as you work on the project. Establishing "mileposts" that mark progress toward your ultimate goal is equally useful for projects of shorter duration as well, but not required. These interim goals or mileposts should be objective measures or indicators that "stretch" or challenge your capacities and thereby build and extend your institution's skills in tackling and solving problems.
   It is anticipated that it will take one academic year to establish the committee, identify current and new planning or assessment process, and develop a plan that will be implanted subsequent to the completion of this Action project.

H. Describe how you plan to monitor how successfully your efforts on this Action Project are progressing.
   Your Action Projects are important, and deserve a central place in your institution's attention. Explain how you plan to keep everyone focused on what you are working to achieve.
   The Action project team will be reporting back to the AQIP Steering committee periodically throughout the Action Project timeline. Success will be indicated by the development of a workable implementable plan.

I. Describe the overall "outcome" measures or indicators that will tell you whether this Action Project has been a success or failure in achieving its goals.
   Process measures tell you whether you are making progress toward accomplishing the project's goals, and serve as "leading indicators" or predictors of a successful project. Outcomes measures tell you whether the project has actually accomplished the goals or purposes that led you to undertake it, measuring whether it was successful when completed.
   The outcome is the development of the workable implementable plan as described above. The progress of development of the plan will be reported by the Action project team to the AQIP Steering committee periodically throughout the timeline of the Action project.

J. Other information (e.g., publicity, sponsor or champion, external partners, etc.)

K. Project Leader and contact person (First Name, Middle Initial, Last name, Title, Email, Telephone)
   Dave, yada, yada