

AQIP Steering Committee – October 28, 2011
Fifth AY12 Meeting

Communication Plan:

Met with GA October 17
Met with SPS October 17
Met with Chairs Forum October 24
Meetings with PSC, CTS, COE, HCB, HHS, CLA, CSM scheduled
Web site update nearly complete

Q²

Process:

Review draft today

New proposal:

Interdisciplinary Writing Committee

Anticipated:

CLxxx Review

Current:

LMS and CLxxx active
Graduate Admissions sent back for clarification of measureable outcomes
Credit hour, Online, SLO awaiting final membership

Action Projects on Assessment:

Still finalizing committee members

Action projects:

Reports due September 30:
Submitted final reports for **Emergency Response** and **Shared Governance**
Submitted update report for **MA101/102 ALEKS** and **Course Redesign**
Submitted **Assessment & Planning** as new project
Need to solicit additional project to begin January 2012

Future Meetings:

November 4	UC Board Room – Need to cancel or reschedule
November 18	UC Board Room
December 2	UC Mississippi Room
December 9	UC Board Room

AQIP Steering Committee Meeting
3-5 pm – September 23, 2011
University Center – Board Room

In attendance: Chair, D. Starrett, C. Frazier, D. Koch, K. Loenneke, T. Messmer, R. Rosati, P. Ryan, S. Scott, S. Swartwout, and P. Vining

Absent: D. Atwood, B. Kelly, D. Probst, B. Skinner, and A. Vandeven

Notes: Wanda Lang

Dave:

- Met with Faculty Senate on September 21, 2011 and others being scheduled.
- AQIP Steering Committee has been updated on Web site and the remaining information should be updated soon.

Dave distributed a packet of materials to go over:

- New Q² Proposal - Graduate Admissions
 - Change the wording somewhat in the checklist as to what they want to measure.
- Proposed Planning & Assessment Action Project
 - Still finalizing the committee members
- AQIP Basics
 - Updated the Action Projects with start and end dates
 - Updated the Q² Initiatives – about 7 in process now
 - Added our local AQIP Web site to the page
- Action Project Commitment Declaration
 - Under E change the word “driven” to “overseeing”
 - Under H and I take out the word “workable”
 - Under B change the wording to combine the second and third sentence.
 - Under D replace the first couple of words to read “Many components of the process”

With these few minor changes this document is ready to move forward to Executive Staff on Monday, September 26. The final report will be submitted by September 30.

- Q² Initiate
 - After some discussion this form is in need of some major changes. It was decided Susan would rework this form. They will exchange electronic copies within our committee so that it will be ready to forward to Executive Staff after our next meeting on October 28.

It was suggested the Q² projects that are in process now should be grandfather in to continue as they are.

There was some discussion regarding the difference between the Q² and the AQIP Projects. The Q² projects are more of a small focus group with a small committee represented within their particular division/area as the AQIP projects are more versatile groups with a larger committee represented from different divisions on campus.

Next meeting will be October 28, 2011 in University Center Board Room at 3 pm.

Q² Project Proposal

What is it?

A Q² Project is an institutional quality improvement project that is smaller and usually shorter than an AQIP Project, may take place at an institutional or departmental level, may be proposed by any university community member including students, and could potentially provide benefits to the entire university, if expanded.

Why propose a Q²?

- To complete a needed project
- To exercise leadership in University service
- To publicize your efforts and results across campus
- To access the input of the AQIP Steering Committee

Current or Past Southeast Q² Projects:

- Assigning/defining credit hours under new federal guidelines
- Online-course growth and needs
- Review/revise the Career Linkages program
- Business process analyses for graduate admissions and graduation

Possible Nonacademic Q² Projects:

- Identify and develop new employee orientation materials
- Develop effective tracking of PTO & vacation hours
- “Green skills” training across campus
- Improve communication among student organizations

Process for a Q² Project:

- A. Submit the proposal to the AQIP Steering Committee chairperson.
- B. The AQIP Committee chairperson will contact the proposer to verify readiness to begin the project.
- C. After one year, submit a Q² Project Update to the AQIP Committee chairperson, responding to the following:
 - 1) Describe the past year’s accomplishments and current status of the project.
 - 2) Describe how the institution involved people in work on this project.
 - 3) Describe your planned next steps for the project.
 - 4) Describe any effective practice(s) that resulted from the project.
 - 5) What challenges, if any, are you still facing in regards to the project?
- D. Upon completion of the project, submit a Final Report to the AQIP Committee chairperson, responding to
 - 1) If your project closed prematurely, what is the reason for closing the project?
 - 2) What aspects of the project would you categorize as successful?
 - 3) What aspects of the project would you categorize as less than successful?

PROPOSAL

Briefly describe the following:

Problem/opportunity statement that includes “PDCA”: *Plan, Do, Check, Act:*

Project goals and constraints:

Identification of important stakeholders in this project:

The measurements to determine the goal's achievement:

Team membership (all members involved must have made a commitment to the project):

Preliminary timetable:

Interdisciplinary Writing Committee (QQ) Proposal

The ability for students to write well is one of the hallmark goals of an institution of higher learning. To check its progress toward this goal, Southeast instituted the Writing Outcomes program which included a Writing Lab and a Writing Proficiency Exam. These programs demonstrate that Southeast is working towards this goal, but there is a strong desire on this campus to improve each student's writing ability. A committee focusing on interdisciplinary writing can help towards that end.

We propose establishing a Quick Quip project to develop and institute a standing committee, named the Interdisciplinary Writing Committee (IWC). Once the committee is formed, students will be able to submit a small portfolio of writing to the IWC. The IWC would review the portfolio over the summer, and give feedback regarding grammar, style, organization and other elements of writing. The IWC will consist of professors from multiple disciplines. Each portfolio will be reviewed by three faculty, one of which being either an English or Mass Communication professor.

For their efforts, the students will be eligible to receive academic distinction on their diploma. Plus students will receive valuable feedback on their writing. Professors will be able to count this service as their standing committee requirement.

The first goal of this committee would be to set deadlines for accomplishment of the QIP by the end of _____. Thereafter, the following questions will need to be answered:

- Size of the committee?
- How many portfolios can be submitted?
- How many portfolios can one professor review?
- How and in what format should a portfolio be submitted?
- What areas of writing will be reviewed and graded?
- What are the procedures for review of the portfolio?
- What are the criteria for academic distinction?

1. English Department Faculty, Chair
2. Member of Executive Staff
3. Writing Center Writing Associate or Graduate Assistant
4. Liberal Arts Faculty
5. Brian Kelly
6. Business Faculty
7. Science and Math Faculty
8. Health and Human Service Faculty
9. Education Faculty
10. University Studies Faculty
11. Polytechnic Faculty
12. Representative from Student Gov.