

**AQIP Steering Committee Meeting**  
**4:00 – 5:30 p.m. – May 7, 2012**  
**Kent Library Room 318**

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

Absent: D. Koch and P. Vining

Notes: Sondra Phillips

Dave told the committee that the Quality Checkup Visit has been rescheduled to September 12-14, 2012. He provided a revised Quality Checkup Visit Schedule. Dave added that our reaffirmation will work parallel to our reaccreditation. We will turn in our information three weeks before the visit instead of six weeks. The reviewers understand our situation, and they are being flexible with us. We must be sure our content is clean and complete when we turn it in. Dave will share this news with Academic Council tomorrow.

The newsletter will focus on the new date and will be mailed out this week. We will send another newsletter in August.

Dave will provide a weekly countdown at our next meeting.

New and revised material was given to committee members for their AQIP binders.

Dave said he will schedule a meeting with Kathy Mangels to get FY11 data for our portfolio.

Dave and Pat will work on a checklist, so we know who is doing what and what items should be coming to Dave. We also need to determine what has been completed.

O's, OO's, and Strategic issues will be done simultaneously.

Pat will create a spreadsheet with the Vice Presidents' and President's responsibilities.

The O's and OO's were broken down into categories with persons responsible as follows:

- Category 1, Chris Frazier
- Category 2, Theresa Messmer
- Category 3, Brian Kelly
- Category 4, Alissa Vandeven
- Category 5, Ron Rosati
- Category 6, Bruce Skinner
- Category 7, Pat Ryan
- Category 8, Krissy Loenneke
- Category 9, Sophia Scott

Dave will ask the President for a replacement for Doug Koch since he is leaving Southeast this summer.

Beginning May 15, we will meet every Tuesday from 1:00 to 2:30 p.m., in Kent Library room 318.