

**AQIP Steering Committee Meeting**  
**3:30 – 5:00 p.m. – September 10, 2013**  
**Kent Library Room 318**

In attendance: Chair, D. Starrett, C. Alberternst, K. Bawaneh, B. Dorris, C. Frazier, K. Loenneke, K. Magnan, T. Messmer, D. Probst, B. Skinner

Absent: D. Atwood, D. Holt, G. McDougall, D. Powell, A. Vandeven

Dave will get the drafts of the Action Projects to the AQIP Steering Committee (ASC) members so they can submit revisions to him. The final draft must be submitted to the Higher Learning Commission by September 30. When the Action Projects are approved by HLC, Dave will retire the Course Redesign and Planning & Assessment Action Projects.

The category rewrite timeline may be slightly revised to give more time for the larger section rewrites.

**Timeline for category rewrites:**

- |                             |                  |
|-----------------------------|------------------|
| • September 30 - October 25 | Categories 6 & 9 |
| • October 28 - November 22  | Categories 3 & 4 |
| • November 25 - December 20 | Categories 2 & 7 |
| • January 13 - February 7   | Categories 5 & 8 |
| • February 3 - February 28  | Category 1       |

**Category rewrite leads:**

- Category 1 - Alberternst, Atwood
- Category 2 - Messmer
- Category 3 - Skinner, Dorris
- Category 4 - Vandeven
- Category 5 - Probst, Magnan
- Category 6 - Skinner, Vandeven
- Category 7 - IR Director, Bawaneh
- Category 8 - Provost's Office, Messmer
- Category 9 - Provost's Office, Powell

**Category Rewrite Process:**

- Frazier and Loenneke with category leads rewrite category answers according to timeline
- Starrett & Frazier add evidentiary statements over same timeline
- Category drafts go out to committee when finalized
- Final Draft completed by March 14
- Draft proofing March 17 - April 11

Fall 2013 ASC meeting dates:

September 24

October 8 and 22

November 12 and 26

December 10

Meeting adjourned.