

AQIP Steering Committee Meeting
3-5 pm – October 28, 2011
UC – Board Room

In attendance: Chair, D. Starrett, C. Frazier, B. Kelly, K. Loenneke, T. Messmer, D. Probst, P. Ryan, S. Scott, and S. Swartwout

Absent: D. Atwood, D. Koch, R. Rosati, B. Skinner, A. Vandeven, and P. Vining

Notes: Wanda Lang

Dave opened by mentioning his communication plan during the fall semester:

- Dave has already met with:
 - Faculty Senate
 - Student Government
 - Chairs Forum
 - School of Polytechnic School
- Dave is scheduled to meet with the following during November and early December:
 - Professional Staff Council
 - Clerical and Technical Staff Council
 - College of Education
 - Harrison College of Business
 - College of Health and Human Services
 - College of Liberal Arts
 - College of Science and Math
- Dave indicated that the AQIP Website is being updated and nearly complete with help from Wanda and a student worker in the office.

Dave indicated that the Graduate Admissions Q² project was sent back for clarification of measureable outcomes

The Action Project on Assessment is still pending committee members before finalizing.

The following Action Projects report were submitted by the due date of September 30:

- Emergency Response and Shared Governance
- MA101/102 ALEKs and Course Redesign
- Assessment & Planning

Dave distributed a packet of materials to go over:

- Q² Project Proposal
 - After some lengthily discussion Susan Swartwout will shorten the document with changes/deletion and share it with the committee via e-mail. Make sure that we include in the document the Web site. Then we will bring it back to the next committee meeting to discuss and have it ready to forward to Executive Staff for approval.
- Proposed New Q² Project – Interdisciplinary Writing Committee
 - After some discussion it was decided that this would go back to the committee to rewrite with suggestions from the committee. It will be brought back to the next meeting for discussion.
- New Action Project
 - We need to solicit an additional action project to begin January 2012
 - Bringing the next action project forward we need to make sure of the campus involvement.
 - Suggestions for creating a action project proposal form:
 - ✓ Make it look similar to the Q² proposal form
 - ✓ Include in the form -What is the University Project that needs to be improve
 - ✓ Include in the form - What is the Propose
 - ✓ Include in the form - What Impact do you hope to have
 - ✓ Put the form on our AQIP Website to be available for completion but also have it in hardcopy to send to university employees that would make it more assessable or convenience for them to fill out and mail in.

Dave will take a look at the AQIP Website and e-mail the committee with some other possibilities.

Dave will create a draft form using the suggestions above and have it ready for the next meeting for discussion.

The November 4 meeting is cancelled.

Next meeting will be November 18, 2011 in University Center Board Room at 3 pm.