

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

Pat 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
 - With a few minor changes Provost Rosati will take to Executive Staff on Monday to finalize and implement
- AQIP Basics
 - 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 processWith 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 form 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.