

**AQIP Steering Committee Meeting**  
**1-3 pm – August 9, 2011**  
**University Center – Board Room**

In Attendance: Chair, D. Starrett, S. Chamberlain, C. Frazier, D. Holt, B. Kelly, D. Probst, T. Messmer, R. Rosati, S. Scott, S. Swartwout, P. Vining

Absent: A. Vandeven

Notes: Wanda Lang

New Membership – Dave is working on the vacant slots and should have those slots filled by the start of fall semester. Once those are set we will start scheduling meetings every two weeks for the fall semester.

Dave and Ron gave an update regarding the AQIP's process and what our charge is to the new members that were present.

Dave distributed a packet of material to go over.

- Chairs/Deans retreat – July 25, 2011
  - There was not much feedback from the Chair/Deans retreat on July 25, 2011.
  - Brian proposed that we include RHA to the list of groups that Dave will be presenting to during the fall semester.
- AQIP Basics
  - Need to update the handout – past tense for things that already are done
  - List the action projects before it is distributed at the retreats next week
  - After it is updated it will be posted on the website
- Assessment Action Project
  - Make changes before taking it to the retreats next week
    - Spell out words – at least first time – then use abbreviation
    - Make changes to read better for the charge and issues – it's all in the handout but maybe needs cleaning up somewhat
    - Include an internal driver – maybe “University of First Choice”
    - Define the O' and OO's
    - Recommended to have O and OO handout at the retreats next week
    - Put a DRAFT watermark on document
    - Dave make changes and present at the retreats next week
  - This committee will work closely with the president throughout this process
  - Inform/remind Executive Staff and Administrative Council at the retreats of the new action project and that we must have three going on at all times.