

AQIP Steering Committee Meeting
1- 3 pm -- July 19, 2011
Dempster 241C

In Attendance: Chair, D. Starrett, D. Holt, D. Probst, T. Messmer, R. Rosati, S. Scott, S. Swartwout, A. Vandeven, P. Vining

Absent: C. Frazier, S. Chamberlain, B. Kelly, and W. Skinner

Notes: Wanda Lang

Membership – Dave proposed the updated AQIP Steering Committee. New to the committee would be Pat Ryan, Director of Institutional Research; Brian Kelly, Student Representative to the Board of Regents; and Patrick Vining, Student Government. He is working on getting the vacant slots filled soon.

Dr. Holt mentioned that the Portfolio should be rewritten each year. The next portfolio will be submitted to the HLC for review in fall 2014.

The committee will focus on two projects

1. Communication Plan Project:

Dave will develop a document and as the AQIP liaison AQIP Steering Committee chair will present it to the following university groups:

- Academic Council
- Administrative Council
- Chairs Forum
- Clerical/Technical Staff Council
- Faculty Senate
- Professional Staff Council
- Student Government
- College Meetings

In the document he will address how people will get involved, putting the message in a short timeline format. Will make a list of who/when and post on website and distribute information through Newswire.

It was suggested that he meet with the university groups at least once per semester.

Bring documents to next AQIP Steering meeting on August 9, 2011

2. Assessment Action Project:

- New action project. Develop a system that works.
- Take a draft (make it look like the final document) to the August 15 and August 16 (Executive and Administrative Council Retreats)
- Develop a charge to the committee (10-20 key points – bullets)
- Name: Assessment Development and Planning Team (ADAPT)
- Goal – useful, simple, formalize, systematic, comprehensive, etc.
- Timeline:
 - Charge Completed - September 1, 2011
 - Committee form and operational – September 30, 2011
 - Committee gather input from univ. community - Oct. 1–Nov. 30, 2011
 - First draft disseminated to univ community – February 1, 2012
 - Second draft disseminated to univ community – March 15, 2012
 - Final version disseminated to univ community – May 1, 2012
 - Implementation – September 1, 2012

Update ASC periodically thru this timeline

- Membership:
 - Director Assessment
 - Director Institutional Research
 - Executive Staff (1)
 - Faculty Senate (1)
 - Chairs Forum (1)
 - Deans Council Representative (1)
 - Professional Staff Representative (1)
 - Clerical, Technical, Service Representative (1)
 - Student Government (1)

It was suggested to have a public forum once a year to inform the campus community about AQIP.

Put on Website

Committee will make recommendations to Divisions

Take to chairs/deans retreat on Monday, July 26 – let them know what's going on and where going with this. Highlight the O/OO's. Maybe take the grid that is on the website and discuss.

Set times (every 2 weeks) for AQIP Steering Committee meetings for fall 2011.