

AQIP Steering Committee Meeting
3-5 pm – September 16, 2011
Kent Library – Room 311

In attendance: Chair, D. Starrett, B. Kelly, D. Koch, K. Loenneke, D. Probst, P. Ryan, B. Skinner, and S. Swartwout

Absent: D. Atwood, C. Frazier, T. Messmer, R. Rosati, S. Scott, A. Vandeven, P. Vining

Notes: Wanda Lang

Dave mentioned:

- He's on the agenda for Faculty Senate for Wednesday, September 21.
- Will not be going to the College meetings that are being held during September.
- May go to College Council at a later date.
- Will be talking to Student Government to get on their calendar.

Dave distributed a packet of materials to go over:

- Q² Projects
 - Mentioned we have about six Q² in the process for fall 2011
 - Under #4 the questions were updated this morning. Take these out and add the new questions.
 - Under examples of potential Q² projects – shorten the list and add these new ones:
 - Improving Communications Among Student Organizations
 - Effective Tracking of PTO and Vacation
 - Under Why propose of Q² leave out “any monetary incentives”

Dave will make these changes and bring the revised document to the next meeting.

- Proposed Planning & Assessment Action Project
 - Under Project – in the first sentence change the word system to plan. Otherwise this document looks good.

It was suggested that we need to update the portfolio “OO” document to reflect these Action Projects.

- Action Project Commitment Declaration
 - Under B change the word system to plan
 - Under J change the word admiration to administration and add Student Government to the list of where the project is currently being highlighted.

With these few minor changes this document is ready to move forward to Executive Staff.

At our next meeting we will finalize the draft of the Q² projects and possibly have the names of the membership for the Proposed Planning & Assessment Action Project.

Next meeting will be September 23, 2011 in University Center Board Room at 3 pm.