

## Minutes

Meeting Name/Purpose: AQIP Steering Team

Meeting Date: Tuesday, January 21, 2014

Meeting Place: VP Conference Room

Meeting Time: 2:00 p.m.

Facilitators: Tricia Kujawa and Chris McDonald

Recorder: Linda Cunningham

Attendees: Dr. Broderick, Lesley Frederick, Dr. Gordon, Dr. Jozaitis, Dr. Kujawa, Dr. McDonald, Junell Ransdell, Susan Simpson, Dr. Tepatti, Rich Vertrees, Dr. Warren

Absent: Garrett Belville (Student Trustee)

AGENDA	WHO
Minutes from November 5 <sup>th</sup>	Steering Team Members
Quality Checkup Report	Steering Team Members
Systems Appraisal Feedback Report -Faculty/staff involvement a. O's/OO's to include b. Dates c. Subgroup	Steering Team Members
Systems Appraisal Feedback Report • External constituent involvement • Student involvement	Steering Team Members

## Notes

The AQIP Steering Team meeting commenced at 1:05 p.m.

### **Minutes for November 5**

The November 5, 2013 AQIP Steering Team meeting minutes were reviewed by the AQIP Steering Team members and no updates and/or corrections were requested. The AQIP Recorder will post the minutes on the college AQIP website.

### **Quality Checkup Report**

Co-chairperson Kujawa indicated that we received our Quality Checkup site visit report in December. Cabinet reviewed and discussed its contents because a letter of acknowledgement with comments needed to be sent to the HLC. The following key points were highlighted: no monitoring recommendations were made, HLC marked the box indicating LLCC has met the Commissions requirements which is good news for accreditation, and the report outlines some of the things we will be accountable for addressing over the next few years. She indicated that some of those points were highlighted for the Steering Team and will be discussed for display at the dissemination event.

### **Systems Appraisal Feedback Report – dissemination event for internal stakeholders**

Co-chairperson Kujawa led a discussion regarding how the Systems Portfolio feedback should be displayed at the dissemination event. The Steering Team Members agreed upon the following: Each action statement will be categorized with a theme; use a simple action statement to facilitate voting instead of using the original wording; and conceal whether each item is a strength, super strength, opportunity and outstanding opportunity so constituents will vote by importance rather than being swayed by how it was categorized in the feedback report.

### **Systems Appraisal Feedback Report – external constituent and student involvement**

Co-chairperson McDonald indicated that there is a need to gain information from our students as well as our external constituents. It was determined that our Student Government Association officers made sense as a target group since they met with the review team and are familiar with the process. He suggested that an abbreviated exercise like dot voting be done to gain their feedback but indicated that some information sharing would need to be done before the exercise.

Co-chairperson McDonald also discussed that the college will need to provide information to our external constituents by sharing our feedback and showing where the college is but not necessarily through a feedback session. However, he indicated that we could solicit input from them by allowing them to comment as they wish. Steering Team Member Tepatti suggested that this information be shared via the colleges annual report since that is where our outside constituency will see it. All team members were in agreement that this would be an excellent avenue to disseminate information outside the college. It was further indicated that another way the information would be disseminated was through the Board report.

### **Next Meeting Date**

Co-chairperson Kujawa indicated that the next meeting would be held in late February or early March once we have

**Notes**

feedback from the dissemination event. Co-chair McDonald suggested that the parking lot item needed to be addressed. Co-chairperson Kujawa indicated that due to the HLC revising categories in the portfolio, the team could begin to discuss the process but the implementation of that process would need to be delayed until after the annual meeting in April when the Commission announces changes to the Systems Portfolio categories and questions.

The AQIP Steering Team meeting adjourned at 3:30 p.m.

<b>Action Items</b>	<b>Assigned To:</b>	<b>Due Date</b>
Planning workgroup to set up a process for feedback from internal stakeholders on the dissemination event.	Broderick, Frederick, Kujawa, Simpson	Immediate