

## Minutes

Meeting Name/Purpose: AQIP Steering Team Committee Meeting

Meeting Date: April 10, 2013

Meeting Place: R. H. Stephens Room

Meeting Time: 12:30 – 2:00 p.m.

Facilitator: Co-chairs Tricia Kujawa, Chris McDonald

Recorder: Teresa Dickey-Rogers

Attendees: Tricia Kujawa, Chris McDonald, Dr. Warren, Judy Jozaitis, Susan Simpson, Lesley Frederick, Claire Gordon, Junell Ransdell, Eileen Tepatti, Rich Vertrees

Absent: Colin Heshmat (Student Trustee), Victor Broderick

AGENDA	WHO
Minutes from February 8 <sup>th</sup>	Steering Team Members
Review of Action Project Charter Drafts <ul style="list-style-type: none"><li>Using Multiple Measures in Placement</li><li>Process mapping</li></ul>	Steering Team Members
External Reviewer Feedback on Systems Portfolio	Steering Team Members
Next Meeting Date	Steering Team Members

## Notes

The AQIP Steering Team meeting commenced at 12:35 p.m.

### Minutes from February 8

The February 8, 2013 AQIP Steering Team meeting minutes were reviewed by the AQIP Steering Team members. There were three corrections. Co-chairperson McDonald should be removed from being a Facilitator since he was absent from the meeting. Remove the word "Only" from the CQI trainer reference. Change "will" to "with". The corrections will be made by the AQIP Recorder and posted on the college AQIP website.

Co-chairperson Kujawa first addressed the additional meeting agenda item of the E-Portfolio Project Update. The AQIP Steering Team members reviewed the document. Members asked for clarification on how many History sections were actually involved for the Spring 2013 semester. Project sponsor Tepatti noted that regular updates on the E-Portfolio project are posted on the CELT website. The Action Project team will submit their Annual Update by the fall, 2013.

### Review of Action Project Charter Drafts

•The "Using Multiple Measures in Placement Testing" project charter was drafted by co-chairperson Kujawa, co-team leader Bill Bade, and project sponsor Frederick. The AQIP Steering Team Members reviewed the document. Suggested changes included: add 2 non-mathematics faculty to the team so that mathematics in other teaching disciplines is represented; Accuplacer continues to be the College's computer-based testing instrument; change the new non-STEM pathway status to "approved by IMACC"; change the reporting structure from "Shared Governance Council" to the specific shared governance team(s); add to the alignment section goal 1 from the IBHE's Public Agenda – increase educational attainment. AQIP Steering Team member Simpson would be accessible for data information as needed but will not be added to the action project team membership. The action project team would likely start work with summer semester. Co-chairperson Kujawa will make the suggested changes, write the Action Project declaration, and post the declaration to the Action Project directory.

•AQIP Steering Team members Simpson presented the Process Mapping project charter. The AQIP Steering Team members reviewed the document. The scope of the action project was addressed, including how to store the completed process maps so that communication and transparency are strengthened. There were minimal suggested changes. The final project charter will be forward to Co-chairperson Kujawa for posting. Action Project team leader Simpson will write the Action Project declaration and forward the completed document to Co-chairperson Kujawa for inclusion in the Action Project directory.

### External Reviewed Feedback on Systems Portfolio

Dr. Warren gave a report on sessions she attended at the 2013 NCA HLC Annual Conference. Dr. Warren touched on various concerns/issues regarding the AQIP accreditation pathway. There will likely be system improvements; HLC representative commented that AQIP is not going away. Using the "repository" designed for the Open Pathways program seemed popular among current AQIP institutions. Co-chairperson Kujawa shared a few important changes that will impact LLCC in the near future: a hard copy of the Systems Portfolio is no longer filed with HLC; there is no limit on the length of Annual Updates and Action Project Declarations; the systems appraisal feedback often varies with the different appraisal team leaders. Dr. Warren added that exit meetings with the Quality Checkup team have ceased. To understand our reaffirmation status, we will need to wait until official written communication is sent to the school from the HLC's Institutional Actions Council (IAC) panel.

Co-chairperson Kujawa reported she had met with external reviewer Renae Fry. The plan to address her feedback includes: address the 5 evidence items first; concentrate next on the feedback in category one, giving preference to items related to academic assessment; and finally move on to items where the feedback does not match our perception. Co-chairperson Kujawa noted that we have approximately 10-11 pages available to address such changes, and asked the members to review feedback on their category and forward any recommended changes to her. The systems portfolio is due June 1.

**Notes**

**Next Meeting Date**

The next scheduled AQIP Steering Team meeting is to be determined.

The AQIP Steering Team Meeting adjourned at 2:25 p.m.

<b>Action Items</b>	<b>Assigned To:</b>	<b>Due Date</b>