Minutes

Meeting Name/Purpose: AQIP Steering Team

Meeting Date: June 25, 2013
Meeting Place: Menard 1177
Meeting Time: 2:00 – 3:30 p.m.

Facilitator: Co-chairs Tricia Kujawa, Chris McDonald
Recorder: Linda Cunningham

Attendees: Dr. Kujawa, Dr. McDonald, Dr. Warren, Dr. Jozaitis, Dr. Gordon, Dr. Tepatti, Dr. Broderick, Lesley Frederick, Junell Ransdell, Rich Vertrees
Absent: Garrett Belville (Student Trustee), Susan Simpson

AGENDA	WHO
Minutes from April 10th	Steering Team Members
Updates – Systems Portfolio and the new Action Projects	Steering Team Members
Discussion of AQIP Listening Session – Overland Park, KS	Steering Team Members
Closing of Shared Governance AP	Steering Team Members

Notes

The AQIP Steering Team meeting commenced at 2:05 p.m.

Minutes from April 10

The April 10, 2013 AQIP Steering Team meeting minutes were reviewed by the AQIP Steering Team members. There were two corrections. It was requested that non-stem be changed to non-STEM. The comment "AQIP is not going away" should be changed to HLC representative commented that AQIP is not going away. The corrections will be made by the AQIP Recorder and posted on the college AQIP website.

Updates – Systems Portfolio and the new Action Projects

Systems Portfolio - Co-chairperson Kujawa indicated that the Systems Portfolio was submitted on May 29 and an electronic confirmation was received showing it was received. Electronic copies of the entire document by category have been placed on the AQIP webpage, hard copies were created in house and dispensed to Cabinet, and the Board of Trustees will get their copy at tomorrow's board meeting. Hard copies were also given to Steering Team Members who had not yet received them. Co-chairperson Kujawa indicated that with these submissions done, the Systems Portfolio is pretty much finished other than feedback.

Action Projects – Our two new Action Projects, Multiple Measures and Process Mapping, were declared in early June. The declarations and charters have been placed on the AQIP webpage. Co-chairperson Kujawa indicated that both teams will begin meeting at the end of June and are currently conducting literature reviews of relevant research.

Status Updates – A spreadsheet was created to organize our management of Action projects. It contained the status of all LLCC's Action Projects to date. Co-chairperson Kujawa indicated updates are required once a year, and to date none have been done. Since Shared Governance will likely be closed in July and CQI in early fall, they would not benefit from another update. However, for the calendar year, status updates for Electronic Portfolio will need to be submitted by September 30 while Process Mapping and Using Multiple Measures will need to be done within the next 12 months.

Other –

- Dr. Warren suggested that the Steering Team needs to discuss how to disseminate information regarding the reaffirmation visit at Convocation, IID or PDD.
- Co-chairperson McDonald shared thoughts on how to get Action Projects on the ramp at IID by dividing the college in groups, asking each group to come up with an Action Project to see what information is generated.
- Dr. Warren indicated the biggest gap in the Strategic Plan is cultural awareness. She also indicated that the Cultural Awareness Team has already been given time during morning of IID. Steering Committee team member Gordon suggested the activity at IID be focused on multicultural initiatives.
- Dr. Warren mentioned that a portion of the lunch time activities at PDD would be related to the reaffirmation visit. She also mentioned the Mission Vision Values Wall and Recognition Wall and how that ties into preparation for the reaffirmation visit.
- Co-chairperson Kujawa suggested that she and Co-chairperson McDonald work on a version of AQIP newsletter for Convocation.
- The focus of the newsletter should include:
    - Updates on each Action Team
    - System Portfolio update/feedback update if available.
    - Definitions and timeline of the projects
    - Accreditation visit expectations (maybe FAQ's)
- Steering Committee member Frederick was in agreement that the newsletter needs to be concise and brief but that enough information needs to be given so they understand how critical this process is to LLCC.
- Dr. Warren indicated that the CQI training is complete for "Train the Trainers" and the initial pilot was completed.

Notes

AQIP Listening Session – Overland, KS

Co-chairperson McDonald distributed information that was provided at the listening session while Co-chairperson Kujawa shared that 169 individuals attended the listening sessions and that ICC and LLCC were the only Illinois schools represented. Those 169 individuals represented 102 AQIP institutions which is over half of AQIPS present membership of 192 schools.

An overview of the listening session was given by both chairs:

- Shared that the facilitator of listening session acknowledged there are numerous AQIP processes that need revision or redesign.
- One of the main discussions at the listening session was the length of the Quality Checking/Reaffirmation cycle and Co-chairperson McDonald provided sample documents for the 7 year, 8 year and 10 year cycles.
- A discussion of the pros and cons of each of the proposed cycles was given.
- A new accreditation cycle will be chosen based on feedback from listening sessions. Draft information will be provided online for additional feedback and a final recommendation will be made to the HLC Board in October.
- Co-chairperson Kujawa demonstrated the Assurance System that was discussed at the listening session.
- Both chairs reviewed the timeline of next steps the HLC will undergo to adjust the length of their accreditation cycle; both preferred the 10 year cycle.

Shared Governance Action Project

Co-chairperson McDonald provided an overview of the Shared Governance Action Project close out document. Co-chairperson Kujawa asked the Steering Team Members to provide feedback on the close out document by Wednesday, July 3. After that time, she will make adjustments, submit and close the project.

Next Meeting Date

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

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

Action Items	Assigned To:	Due Date
Feedback on Shared Governance close out document	Steering Team Members	Wednesday, July 3rd