

## Minutes

Meeting Name/Purpose: AQIP Steering Team

Meeting Date: Tuesday, November 5, 2013

Meeting Place: Stephens Room

Meeting Time: 1:00 p.m.

Facilitator: 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, Dr. Warren

Absent: Garrett Belville (Student Trustee), Rich Vertrees

AGENDA	WHO
Minutes from September 17 <sup>th</sup>	Steering Team Members
Feedback on Annual Updates	Steering Team Members
Systems Appraisal Feedback Report	Steering Team Members

### Notes

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

#### Minutes for September 17

The September 17, 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.

#### Feedback on Annual Updates

Co-chairperson Kujawa indicated that there are 3 updates that they would like to get forwarded to the action project teams and asked the Steering Team if any discussion was needed on those updates. Given the comments in the E-folio update, conversation ensued regarding how much of the action project declaration the reviewer sees and what information they actually have when doing the review. Co-chairperson Kujawa shared that the action project declaration is locked when she submits an update, so she questioned this as well. Can the reviewer still see the declaration once an update is given or is that document locked and no longer seen? If so, it may change the way an update is submitted and more information may need to be given with each update.

Co-chairperson Kujawa dispersed the quality check-up schedule for Wednesday and Thursday. Dr. Warren commented that this schedule gives a broad brush of who the reviewers wanted to meet with. Departments and key people have been identified to talk with them in groups of 15 or less.

Co-chairperson Kujawa shared that she embedded the Appraisal Team's feedback for each process, result and improvement question into the Systems Portfolio. She dispersed a Category 1 handout to demonstrate how this looks and indicated that it can be found on the Quality Check-up and Systems Portfolio portion on the AQIP page. This merged document will facilitate working with the feedback.

#### Systems Appraisal Feedback Report

Co-chairperson McDonald indicated that the expectation is that this information needs shared with the college and the Steering Team needs to begin thinking about the most appropriate way to share this information with the college community. Several ideas were given but the most popular seemed to be a full exhibit where feedback is a part of it. Posters with some of the "Opportunities" would be displayed. Employees would be invited to view each and given 3-5 colored dots to vote and help prioritize possible projects or focuses for the college. There was some concern about the ESA's not being able to participate so the idea of taking the display to the ESA's was given. Steering Team member Broderick offered that giving different colored dots to students, faculty and staff would give us a better idea of the needs of the different areas in the college. Steering Team member Gordon suggested that these posters also include "strengths" identified by the Appraisal Team and be representative of all 9 Categories. The general consensus was that the "poster session" approach would work well for the internal constituents as they would be able to have a physical location where they could gather and talk. There was general agreement that there is a need to involve the community but more concerns were raised on how the process could be done externally. A few concerns were that at this time there are no naturally existing groups, they do not have the same institutional context for understanding opportunities, and they are not able to vote the same way (i.e., using colored dots) the college voted. At this time, the focus will remain on the internal constituents and more discussion on how to involve the community will be held at future meetings. Steering Team members were encouraged to send any ideas they may have on disseminating this information to Co-chairs Kujawa and McDonald who will compile for discussion at the next meeting.

**Notes**

**Next Meeting Date**

Co-chairperson Kujawa indicated that another meeting will be needed before the end of this semester. At that time, the item listed in the parking lot, "Process for keeping data in the Systems Portfolio up to date/current" will be addressed.

The AQIP Steering Team meeting adjourned at 2:10 p.m.

<b>Action Items</b>	<b>Assigned To:</b>	<b>Due Date</b>
E-mail Steering Team members the institutional model from the University of Indianapolis	Dr. Kujawa	Immediately