Meeting Minutes

Meeting Name/Purpose: AQIP Steering Committee

Meeting Date: January 12, 2012
Meeting Place: R. H. Stephens Room
Meeting Time: 1:00-3:00 PM

Facilitator: Co-chairperson Kujawa
Co-chairperson McDonald
Recorder: Teresa Dickey-Rogers

Attendees: Tricia Kujawa, Victor Broderick, Chris McDonald, Rich Vertrees, Frank Hopper, Susan Simpson, Iva Bergeron, Judy Jozaitis, Junell Ransdell, Claire Gordon, Eileen Tepatti
Absent: Dr. Warren, Lesley Frederick

AGENDA	WHO
Minutes from December 5	Steering Committee Members
HLC Annual Meeting	Steering Committee Members
Category 4 Discussion	Steering Committee Members
Category 6 Discussion	Steering Committee Members
Focus on Next Meeting	Steering Committee Members

Notes

The AQIP Steering Committee meeting commenced at 1:08 PM.

Minutes from December 5th

The AQIP Steering Committee members approved the December 5, 2012 meeting minutes with two word corrections. The first one under "Timeline for Completing Systems Portfolio", should be "create a glossary" when document is finished. The second one under "the steering committee will revisit the timeline after the first of 2012".

HLC Annual Meeting

AQIP Steering Committee Member Bergeron addressed the steering committee members regarding the upcoming HLC Annual Conference. Committee member Bergeron talked about the dates of the meeting being March 30-April 3, 2012, the conference will be held at the Hyatt Regency in Chicago, IL. The AQIP Colloquium is scheduled for the first part of the conference. All AQIP Steering Committee members are invited to attend. Please contact Teresa Dickey-Rogers or Iva Bergeron if you wish to attend the conference. Steering Committee Member Bergeron addressed the Peer Review training and encouraged the committee members to consider becoming a peer reviewer.

Category 4 Discussion

AQIP Steering Committee member Ransdell is the creator of Category 4. Committee member Ransdell gave a brief history/summary of the document. The AQIP Steering Committee members reviewed the process questions 4P1, 4P2, 4P3, 4P4, 4P5, 4P6, 4P7, 4P8, 4P9, 4P10, 4P11, 4P12, and 4P13 for gaps/omissions. Upon completion of the discussion, the AQIP Steering Committee members were directed to give committee member Ransdell their update/comment sheets for incorporation of suggested additions, changes, corrections.

Category 6 Discussion

Chairperson Kujawa addressed the committee members regarding a time constraint for reviewing Category 6. The AQIP Steering Committee members, with the Category 6 creator, came to consensus to review Category 6 at the next scheduled AQIP meeting, Thursday, February 9, 2012.

Focus on Next Meeting

Chairperson Kujawa talked to the steering committee members regarding an update on the existing action projects and other projects pertaining to the AQIP Steering Committee.

The next scheduled AQIP Steering Committee meeting will be Thursday, February 9, 2012, 1:00-3:00 PM, in the R. H. Stephens Room.

The AQIP Steering Committee meeting adjourned at 2:43 PM.

Action Items	Assigned To:	Due Date
Timeline for Completing Systems Portfolio	Steering Comm	
Process for keeping data in the Systems Portfolio up to date/current	Steering Comm	