Minutes
Meeting Name/Purpose: AQIP Steering Committee Meeting

Meeting Date: November 12, 2012
Meeting Place: R. H. Stephens Room
Meeting Time: 3:00-5:00 p.m.

Facilitator: Co-chairs Tricia Kujawa, Chris McDonald
Recorder: Teresa Dickey-Rogers

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

AGENDA	WHO
Minutes from September 13 and October 18	Steering Team Members
Update on Completion of Systems Portfolio draft	Steering Team Members
Briefing on CQI Train-the-Trainer Session	Steering Team Members
Closing of FYE Action Project	Steering Team Members
External Review of Systems Portfolio Draft	Steering Team Members
Action Project Proposals	Steering Team Members
Process for Communicating Feedback on Action Project Proposals	Steering Team Members
Next Meeting Date	Steering Team Members

Notes

The AQIP Steering Team Meeting commenced at 2:04 p.m.

Minutes from September 13 and October 18
The September 13, 2012 AQIP Steering Team meeting minutes were reviewed by the AQIP Steering Team members with no additions, changes, or corrections. The October 18, 2012 AQIP Steering Team meeting minutes were reviewed by the AQIP Steering Team members. There was one deletion of words in the agenda item "Discussion of Action Project Charter-e-portfolio. The correction will be made by the recorder and both sets of meeting minutes will be posted on the AQIP Website by the recorder.

Update on Completion of Systems Portfolio draft
Chairperson Kujawa gave an update on the systems portfolio draft. The systems portfolio draft isn't complete at this time. All categories except for 2 and 8 should have a completed draft by winter break. Work has been slowed by the need to update and sometimes find data in response to the results questions; this information is coming from the IR Department. Dr. Warren informed the AQIP Steering Team that Faye Fullerton has accepted the role of editor.

Briefing on CQI Train-the-Trainer Sessions
Chairperson Kujawa reported on the CQI Train-the-Trainer sessions. James Bente did a fine job with the training. The CQI framework will be based on the LLCC mission, values, goals, and this was noted as a positive change in the curriculum. The exact format for training sessions is still undetermined but discussion seemed to favor 3, three-hour sessions. The training was well received by all attendees and involved options for delivering the training sessions.

Closing the FYE Action Project
Chairperson McDonald distributed a document regarding the FYE Action Team Close Out. The AQIP Steering Team members reviewed the document. The closeout is to be a summary of the action project. The AQIP Steering Team members suggested some revisions in the document. AQIP Steering Team member Frederick will make the suggested changes and send the revised document out for a second review.

External Review of Systems Portfolio Draft
Chairperson Kujawa distributed a document with three individual's names to be considered for the external reviewer. The AQIP Steering Team members reviewed the various individuals and their background information. AQIP Steering Team member Bergeron presented two individuals, AQIP Steering Team member Frederick presented one name. Dr. Warren, Chairperson Kujawa, and Chairperson McDonald will contact the three individuals by phone and make the decision on the external reviewer.

Notes

Action Project Proposals

Chairperson Kujawa distributed four action project proposals. The AQIP Steering Team members reviewed the action project proposals, discussed each one in detail making sure the action project proposals met the required criteria. The AQIP Steering Team members prioritized the action project proposals as follows:

1-Process Mapping-Systematic Documenting of Key Processes (received quickest decision)
2-Using Multiple Measures in Student Placement
3-Clear and Coherent Transfer Educational Pathways
4-Community Collaborative Relationships Inventory (C.C. R. I.)

Dr. Warren informed the AQIP Steering Team members that she would be meeting with the Shared Governance Council-Cultural Awareness Team regarding the "Diversity Awareness and Multicultural Sensitivity Training" action project proposal.

Process for Communicating Feedback on Action Project Proposals

Chairperson McDonald addressed the AQIP Steering Team members regarding the process for communicating feedback to the originators of action project proposals. The AQIP Steering Team members agreed that a formal letter be sent to the sponsor, co-chair (s) and to the Cabinet if they are a sponsor. Letters will be composed by the AQIP co-chairs. The response letter content will be determined by the action project proposal content, following the feedback guidelines in place.

Next Meeting Date

The next scheduled AQIP Steering Team meeting will be, Tuesday, January 22, 2012, 3:00-5:00 p.m., in the R. H. Stephens Room.

The AQIP Steering Team Meeting adjourned at 4:47 p.m.

Action Items	Assigned To:	Due Date