Minutes

Meeting Name/Purpose: AQIP Steering Committee Meeting

Meeting Date: February 8, 2013
Meeting Place: R. H. Stephens Room
Meeting Time: 2:00-4:00 p.m.

Facilitator: Co-chair Tricia Kujawa
Recorder: Teresa Dickey-Rogers

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

AGENDA	WHO
Minutes from January 22nd	Steering Team Members
Communicating with the College Community •Systems Portfolio-feedback on draft/final document submitted •Systems Appraisal/Feedback Report •Quality Checkup	Steering Team Members
Next Meeting Date	Steering Team Members

Notes

Minutes from January 22nd

The January 22, 2013 AQIP Steering Team meeting minutes were reviewed by the AQIP Steering Team members. There were no changes/corrections to the minutes. The recorder will post the January 22, 2013 meeting minutes on the AQIP Website.

Communicating with the College Community

- •Systems Portfolio-feedback on draft/final document submitted
- •Systems Appraisal/Feedback Report
- •Quality Checkup

Chairperson Kujawa reported the System Portfolio draft is completed. The Systems Portfolio draft has gone to Dr. Warren and Faye Fullerton for editing. The introduction for each of the 9 categories still needs to be written and added to the Systems Portfolio. Those category introductions will be constructed after Dr. Warren has completed her review.

Dr. Warren, Chairperson Kujawa and Chairperson McDonald met regarding feedback on the Systems Portfolio from the college community. The focus will be to encourage college personnel to read the Systems Portfolio document for educational purposes (opportunity to learn something new about LLCC). The scheduled March 5, 2013, Administrators Group meeting would be an opportunity for updating everyone on the upcoming college-wide review.

The Systems Portfolio document would be posted to the AQIP webpage (rather than on the portal). The AQIP Steering Team discussed Dr. Warren sending out an e-mail to all college personnel, directing them to the AQIP Website to read the Systems Portfolio. There was general agreement that the Systems Portfolio would need a short introduction that explains the types of questions and the criterion response citations. It was suggested that this could be in the form of a written cover sheet as well as a YouTube video. College personnel would be encouraged to ask questions or make comments on the Systems Portfolio draft through the Ask AQIP link (email) on the AQIP webpage.

Chairperson Kujawa suggested that communication regarding the Systems Appraisal Feedback Report and Quality Checkup be discussed at a date closer to each event.

AQIP Steering Team member Jozaitis gave an update from the CQI action project team leader, Paula Luebbert. The CQI action project team received feedback from the LLCC trainers and made some curriculum changes. At this point, the training manual is complete. The CQI action project team members would like to bring Jim Bente back for additional training. 16 of 20 individuals attended the train-the-trainer sessions, and some of the trainers are not yet confident with all the CQI tools in the curriculum. The Shared Governance Council members would still be the pilot group. That training is projected to take place in late March or early April.

Next Meeting Date

At the next scheduled AQIP Steering Team meeting, AQIP Steering Team member Simpson will present the Charter for the Processing Mapping action project. AQIP Steering Team member Tepatti will talk to Bill Bade before the next scheduled meeting regarding the Charter for the Using Multiple Measures in Student Placement action project.

The AQIP Steering Team meeting adjourned at 2:52 p.m.

The next scheduled AQIP Steering Team meeting will be, Friday, March 29, 2013, 2:00-4:00 p.m., in the R. H. Stephens room.

Action Items	Assigned To:	Due Date