Meeting Minutes
Meeting Name/Purpose: AQIP Steering Committee

Meeting Date: March 15, 2012
Meeting Place: R. H. Stephens Room
Meeting Time: 1:00-3:00 PM

Facilitator: Co-chairperson Kujawa
Co-chairperson McDonald
Recorder: AQIP Steering Committee Member Simpson

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

AGENDA	WHO
Minutes from February 23	Steering Committee Members
Updates from current Action Project team leaders -Strategic Plan-Transformation -CQI -Shared Governance	Steering Committee Members
Review of Strategic Plan-Transformation Annual Update	Steering Committee Members
CQI Exercise Summary-IID	Steering Committee Members
Next Meeting	Steering Committee Members

Notes

Due to the absence of the AQIP Steering Committee Recorder, the meeting minutes were taken by AQIP Steering Committee member Simpson.

The AQIP Steering Committee meeting commenced at 1:03 PM.

Minutes from February 23, 2012
The AQIP Steering Committee members reviewed and approved the February 23, 2012 meeting minutes as written. The recorder will post them on the LLCC AQIP website.

Updates from current Action Project Team Leaders

- Strategic Plan-Transformation
  Co-Chairperson McDonald introduced SPAT members Tim Humphrey and Mary McGee to the AQIP Steering Committee members, giving the AQIP Steering Committee members a brief update on the SPAT process. SPAT member Tim Humphrey handed out a document outlining the Four processes the team followed. SPAT member Tim Humphrey noted the timeline has changed with a final document completion date of 5-18-12. SPAT member Tim Humphrey distributed an Action Project Charter, a Strategic Planning Action Team Report submitted to AQIP, a Summary Report to the AQIP Steering Committee members. SPAT member Tim Humphrey noted to the AQIP Steering Committee members, the Survey conducted was well responded to, received good information from it. Dr. Warren expressed appreciation for the work the SPAT Team had accomplished. Co-Chairperson McDonald inquired if the charter guidelines/format was helpful. SPAT Members Tim Humphrey and Mary McGee responded, it was a nice tool, and helpful, also useful in organizing, pointing out what was and was not spelled out. Co-Chairperson McDonald referenced documenting the level of involvement being helpful, also useful to include in the final report. Co-Chairperson McDonald inquired to the involvement being similar across job classifications, receiving response that the team was well represented. SPAT member Mary McGee will be able to indicate overall participation across classification when project is completed, participation sign in has been done. Dr. Warren indicated tweaking might happen by the Board of Trustees but hope to get it approved so it can be implemented in 2014. Co-Chairperson Kujawa inquired if there would be changes to the college mission and goals as a result of the SPAT process. Co-Chairperson McDonald and Dr. Warren indicated after reviewing them, there might be some tweaking but will forward recommendations to Cabinet. Co-Chairperson McDonald and Dr. Warren requested that SPAT members Tim Humphrey and Mary McGee evaluate the process for future action projects.

SPAT member Tim Humphrey conveyed the pool of possible participants being somewhat limited was problematic. A review of the SPAT annual update for Higher Learning Commission should include, changing the start date to 'summer' or 'early summer', any additional changes need to be sent to AQIP Steering Committee member Bergeron by Monday, March 21, 2012, 4:30 PM in order that annual update be peer reviewed by the Higher Learning Commission Peer Review Corp.

- CQI
  CQI Team member Paula Luebbert presented an update of the CQI Action Project. CQI Team member Paula Luebbert gave a review of the meeting with Jim Bente for the purpose of developing curriculum for the CQI training. The Team is ready to finalize the curriculum, having volunteers in place to provide instruction. The Capitol City Training Center will be responsible for registration and scheduling of the CQI participant students, awarding 1.6 credit hours upon completion. Co-Chairperson Kujawa inquired if the Shared Governance Council members were scheduled for training. CQI Team member Paula Luebbert indicated there will be discussion with team members in the following week. Co-Chairperson McDonald asked what percentage of college staff would have received instruction and by what time, also are there goals for this process. CQI Team member Paula Luebbert's response was no. CQI Team Leader Jozaitis informed the AQIP Steering Committee members it would take two years to train the fulltime staff. Dr. Warren indicated, due to lack of verbiage in the faculty contract, CQI cannot say the faculty has to attend the training. AQIP Steering Committee member Broderick inquired if there would be any follow-up training offered, the response from CQI Team Leader Jozaitis was, the CQI team hasn't reached that point yet. Dr. Warren mentioned that maybe it could be included with Professional Development Day. Co-Chairperson McDonald inquired about class size, CQI Team Leader Jozaitis indicated the class size would range 10-12 persons, with 2 training sessions to Cover material. AQIP Steering Committee member Bergeron asked if the classes would be diversified, logistics was discussed, and will curriculum be part of the final report. AQIP Steering Committee member Bergeron's office will be responsible for measuring outcomes. However, the project team will determine the outcomes statements.

- Shared Governance
  AQIP Co-Chairperson McDonald reported having suggested in a document, a list of potential measures, with implementation done by the middle of the Fall 2012. AQIP Co-Chairperson McDonald spoke to the Shared Governance Action Team members and a meeting with the Shared Governance Council is needed.

Review of Strategic Plan-Transformation Annual Update

AQIP Steering Committee/HLC Liaison member Bergeron presented an update of the Strategic Planning Action Team Report to AQIP. The AQIP Steering Committee members Reviewed the two documents given to them. The Annual Update report was submitted to the Higher Learning Commission.

CQI Exercise Summary – IID

AQIP Steering Committee member Bergeron reported on the CQI Exercise Summary. The Cabinet requests posting the CQI results of the Institutional Improvement Day activity in the Lincletter and the AQIP website for informational purposes. AQIP Steering Committee member Gordon requested the addition of a paragraph to CQI results to 'preface' the comments, at least dating it. The AQIP Steering Committee members came to consensus to remove the 'asterisks' in the response list.

Next Meeting

The next scheduled AQIP Steering Committee Meeting is, Thursday, April 26, 2012, 1:00-3:00 PM, VP Conference Room.

The AQIP Steering Committee meeting adjourned at 3:00 PM.