Minutes
Meeting Name/Purpose: AQIP Steering Team Meeting

Meeting Date: June 6, 2012
Meeting Place: R. H. Stephens Room
Meeting Time: 2:00-4:00 PM

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

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

AGENDA	WHO
Minutes from March 15	Steering Team members
Timeline for Systems Appraisal, Quality Checkup & Reaffirmation	Steering Team members
Status of Current Action Projects	Steering Team members
New Action Projects	Steering Team members
Next Meeting Date	Steering Team members

Notes

Minutes from March 15
The AQIP Steering Team members approved the March 15 meeting minutes with the following two corrections to be made; Dr. Warren should be documented as being present at the meeting, it should be noted that steering team members be referenced in the meeting minutes as AQIP Steering team members, Judy Jozaitis would be referenced as the CQI Project Sponsor. Upon corrections, the AQIP Steering team recorder will post the meeting minutes on the LLCC AQIP website.

Timeline for systems Appraisal, Quality Checkup & Reaffirmation
Co-chairperson Kujawa addressed the AQIP Steering Team members and meeting guests with an in-depth document of the Systems Portfolio/Core Components for Accreditation Timeline. Co-chairperson Kujawa will utilize this timeline to guide her work and progress in writing the systems portfolio. The timeline addresses changes that have been made to accommodate the Higher Learning Commission deadline requirements. Dr. Warren gave a brief history of the timeline changes due to the new HLC requirements. There are 70 total schools that have been affected by the HLC change. The Systems Portfolio is due June 2013, the Quality Checkup will happen November 6-8, 2013, for final reaffirmation in June of 2014. The AQIP Steering Team members will need to review the documents in place and address any information that needs updating. Co-chairperson Kujawa updated the AQIP Steering Team members on her progress of writing the systems portfolio and how she is addressing the Criteria for Accreditation compliance issues. The index has been removed and all compliance issues will be embedded in the Systems Portfolio as outlined by the HLC.

Status of Current Action Projects
Co-chairperson Kujawa addressed the AQIP Steering Team members regarding the status of the existing action projects. The three existing action projects are FYE (First Year Experience), CQI (Continuous Quality Improvement) and Shared Governance.

- AQIP Steering team members/FYE Project Sponsors Frederick and Tepatti announced the report was filed in Jan/Feb. 2012. The action project should be able to close in 2013. AQIP Steering Team member/HLC Liaison Bergeron is going to check and make sure the report was filed, if not, the report will need to be updated and resubmitted. AQIP Steering Team member/HLC Liaison Bergeron will give a report at the next scheduled AQIP meeting. AQIP Steering Team member/FYE Project Sponsor Frederick inquired about project orientation, a need for an action team to be assembled, and a decision on the direction of the action project. AQIP Steering Team member/HLC Liaison Bergeron and Co-chairperson McDonald addressed the goals and outcomes of the action project declaration.
- AQIP Steering Team member/CQI Project Sponsor Jozaitis distributed a document outlining the timeline of completion of the CQI Action Project. AQIP Steering Team member/CQI Project Sponsor Jozaitis inquired regarding who is going to take charge and lead the project, it will encompass the entire college community, CCTC will house the training, who will provide expertise after the training, each training sessions will last 8 hours, there will be two pilot groups for initial training; one being a “train the trainer”, and one being the Shared Governance Council members. The Cabinet members will have final decision on the action project training concerns and responsibilities.
- AQIP Co-chairperson/Shared Governance Action Project Sponsor McDonald reported on the Shared Governance Action Project. The completion date for the action project should be December, 2012.

Notes

New Action Projects

Co-chairperson McDonald addressed the AQIP Steering Team members and guests regarding the need for 3-4 new action projects for the upcoming year. The new action projects will need to address the various college goals, include student success, and instructional needs. Co-chairperson McDonald requested the AQIP Steering Team members and invited guests to think about 2-3 possible action projects, also inquiring from other college constituents for ideas. The AQIP Steering Team members suggested sending out a college wide request of action project ideas.

A set of action project topics consisted of:

- **E-Portfolio** project by AQIP Steering Team member Tepatti-pilot project from academic assessment team already funded for fall 2012
- **Datatel Utilization** by AQIP Steering Team member Frederick and guest Cruz -(define full-use of Datatel, modules not fully utilized or understood-evolves from consultants report)
- **Registration Process** by AQIP Steering Team member Broderick-(revisit deadlines for late registration, impact of late registration on student success)
- **Continuity of Operations** by AQIP Steering Team member/HLC Liaison Bergeron-(possibility of three projects emerged from this discussion-(a) business continuity through documenting processes; (b) leadership development program that builds on a philosophy of leading from where you are in the organization; (c) an A-Z manual
- **Comprehensive, systematic employee wellness** program by AQIP Steering Team member Ransdell
- **Identification of business/community partnership** by AQIP Steering Team Co-chairperson McDonald

Co-chairperson McDonald requested that possible action projects be written up and submitted at the next scheduled AQIP Steering Team meeting.

Next Meeting Date

Co-chairperson Kujawa announced there will be category review along with the criteria review at the next scheduled AQIP Steering Team meeting. AQIP Steering team members/FYE Project Sponsors Frederick and Tepatti were asked to forward a FYE Action Project update, as well as AQIP Steering Team member/CQI Project Sponsor Jozaitis was asked to forward a CQI Action Project update to AQIP Steering Team member/HLC Liaison Bergeron for submission to the directory by June 30, 2012.

The next scheduled AQIP Steering Team meeting will be, Tuesday, July 24, 2012, 1:00-3:00 PM, R. H. Stephens room.

The AQIP Steering Team meeting adjourned at 4:29 PM.

Action Items	Assigned To:	Due Date