Meeting Minutes
Meeting Name/Purpose: AQIP Steering Committee

Meeting Date: July 19, 2011
Meeting Place: R. H. Stephens Room
Meeting Time: 12:30-2:30 PM
Facilitator: Co-chairperson Kujawa
Co-chairperson McDonald
Recorder: Teresa Dickey-Rogers
Attendees: Tricia Kujawa, Iva Bergeron, Judy Jozaitis, Victor Broderick, Dr. Warren, Susan Srbljan, Eileen Tepatti, Lesley Frederick, Claire Gordon, Junell Ransdell, Rich Vertrees
Absent: Chris McDonald

AGENDA	WHO
Minutes from June 30, 2011	Steering Committee Members
Conclude Category 2 Discussion	Steering Committee Members
Feedback Report for CQI AP Team	Steering Committee Members
AP Charter for Strategic Plan-Transformation	Steering Committee Members
Next Meeting Date	Steering Committee Members

Notes

The AQIP Steering Committee meeting commenced at 12:35 PM.

The order of business is as follows:

Minutes from June 30, 2011
The AQIP Steering Committee members approved the June 30, 2011 meeting minutes as written.

Conclude Category 2 Discussion
Co-chairperson Kujawa asked the steering committee members to review and discuss the remainder of Category 2.

- 2R1-Discussion regarding measures being metric, tools for measures, suggested providing examples of measures for specific areas, numbers may not apply, provide a follow-up in 2R2, could add data at a later date.

- 2R2-Report provided good actual performance results, suggested that charts can catch your eye when reviewing, is there trend data available for use, hyper-links should be direct to source, change year to 2012 for new workforce building to open.

- 2R3-Use ISBDC trend data for benchmarking, remove the survey results, note that faculty interest and involvement is increasing.

- 2R4-The steering committee members came to consensus, question is not clear. Improvement of organization processes results in building a stronger organization. ISBDC would be an easy tie to community partnerships. Community Learning should be consistent throughout the document. Remove statement; “firmly imprinting into their psyche that they belong here”.

- 2I1-Language regarding the dashboard tool should reflect overall college data tracking has improved. Results in Category 8 showed support of the dashboard tool. Career Development Center should be spelled out the first time then followed by CDC in remaining paragraph.

- 2I2-the steering committee members pointed out the college has a high level of processes identified along with the cabinet setting targets. The process includes targets geared towards achieving objectives.

Notes

Feedback Report for CQI AP Team

The CQI report presented a positive outcome, including demonstrations of "Principles of High Performance Organization" used by the college community. The CQI Action Project team review highlighted many already discussed suggestions. Steering committee members Jozaitis and Vertrees will meet with the CQI Action Project Team members to discuss future document processes, the report communication of the action project to the college community. The steering committee members discussed and came to consensus having the CQI Action Project team leaders attend the next scheduled Administrators meeting to present a condensed report outlining the status of the project. The steering committee members expressed overall satisfaction with the report. The steering committee members came to consensus the Administrators, Faculty, PAC, and CPAC groups should be included in a CQI project update at some point. Co-chairperson Kujawa informed the steering committee members, the FYE project would be visited at the next scheduled meeting.

AP Charter for Strategic Plan-Transformation

Co-chairperson Kujawa requested the steering committee members provide construction comments regarding the Strategic Plan action project. To date, the charter has been completed. Steering committee member Bergeron will provide assistance to the leaders with creating the declaration document. The steering committee members will review before submittal to the Higher Learning Commission for approval.

- 1.4-existing process needs to be mapped out.
- 1.5-define process, review/refine

Next Meeting Date

The next scheduled AQIP Steering Committee meeting will be, Thursday, September 8, 2011, 2:00-4:00 PM, in the VP Conference Room.

NEXT MEETING RESPONSIBILITY: Steering committee member Dr. Tepatti will present Category 5. The steering committee members should review Category 5 for omissions before the meeting, coming prepared to discuss the category.

Action Items	Assigned To:	Due Date