Minutes
Meeting Name/Purpose: AQIP Steering Committee Meeting

Meeting Date: July 24, 2012
Meeting Place: R. H. Stephens Room
Meeting Time: 1:00-2:00 PM

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

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

AGENDA	WHO
Minutes from June 6	Steering Team Members
Continue discussion of new Action Projects	Steering Team Members
Feedback Reports from Annual Updates	Steering Team Members
Next Meeting Date	Steering Team Members

Notes

The AQIP Steering Team meeting commenced at 1:10 PM.

Co-chairperson Kujawa introduced Colin Heshmat as the AQIP Student Representative, the AQIP Steering Team members each introduced themselves and welcomed Colin to the AQIP Steering Team.

Minutes from June 6
Co-chairperson Kujawa requested the AQIP Steering Team members to review the AQIP June 6, 2012 meeting minutes. The AQIP Steering Team members noted corrections to the minutes. Upon making the corrections, the AQIP Steering Team Recorder will post the June 6, 2012 meeting minutes to the LLCC AQIP website.

Continue discussion of new Action Projects
Co-chairperson McDonald addressed the AQIP Steering Team members with an update on the new action projects. The status of the existing action projects were updated;

- CQI will be completed in December, 2012.
- FYE is nearing completion, a final report will be presented for review at the 10-18-12 meeting, for inclusion in the AQIP directory.
- SPAT will be completed, a final report will be presented for review at the 10-18-12 meeting, for inclusion in the AQIP director.
- Electronic Portfolio Pilot Project (E-Portfolio) action project proposal has been submitted, a handout was distributed to the AQIP Steering Team members for review and will be presented at the 10-18-12 meeting.

AQIP Steering Team member Frederick reported that she and Esteban Cruz decided to hold Datatel Utilization action project proposal for a later time. Co-chairperson McDonald's Identification of Business/Community Partnership action project proposal is in progress. AQIP Steering Team member Broderick reported the Registration action project proposal is waiting on constituency input. AQIP Steering Team member Gordon introduced a possible action project proposal relating to the learning center in the library have an 'academic center' providing assistance to students in numerous academic subjects. AQIP Steering Team member Gordon suggested the idea of sending out college wide requests for possible action project proposals. The AQIP Steering Team members discussed the item and came to consensus that summer wasn't an ideal time, due to so many employees being absent. Fall and spring would be better times. Co-chairperson McDonald voiced a concern that the college community needs to be kept better informed of the progress and status of the AQIP Steering Team. Dr. Warren suggested an every 6 month report to keep the college community current on the action projects. The report would include the status of the existing action projects and new ones that would become active. Dr. Warren gave AQIP Steering Team member/HLC Liaison Bergeron instruction to create a one page, two sided newsletter consisting of a brief definition of AQIP, action projects status, action project proposal request, LLCC website location of AQIP information, systems portfolio, and the connection of AQIP and the LLCC reaffirmation. The AQIP Steering Team came to consensus the newsletter would be distributed at the LLCC Convocation on Friday, August 17, 2012. Any action project proposals should be written in draft form and placed in the AQIP action project "Q".

Notes

Feedback Reports from Annual Updates

Co-chairperson Kujawa and McDonald addressed the HLC Action Projects Annual Updates;

- CQI-Co-chairperson Kujawa commented on the 'positive' feedback in the report. Co-chairperson McDonald suggested the 'positive' feedback be reported back to the CQI Action Project Team members.
- SPAT- The AQIP Steering Team members came to consensus the students should be involved in the process. The total report had 'positive' feedback.
- FYE-The AQIP Steering Team members engaged in much discussion of the action project. The consensus was to close this action project. AQIP Steering Team member /HLC Liaison Bergeron was instructed to contact HLC requesting instruction of closing a project and communicate the closing instructions back AQIP Steering Team member /FYE Action Project Team Leader Frederick. The next Annual Update will be in October, 2012.

The AQIP Steering Team meeting adjourned at 3:05PM.

The next scheduled AQIP Steering Team meeting is scheduled for Thursday, September 13, 2012, 2:00-4:00 PM, VP Conference Room.

Action Items	Assigned To:	Due Date