

## Minutes

Meeting Name/Purpose: AQIP Steering Committee Meeting

Meeting Date: September 17, 2013

Facilitator: Co-chairs Tricia Kujawa, Chris McDonald

Meeting Place: Athletic Conference Room C1118

Recorder: Linda Cunningham

Meeting Time: 1:30 p.m.

Attendees: Dr. Broderick, Lesley Frederick, Dr. Gordon, Dr. Kujawa, Dr. McDonald, Junell Ransdell, Susan Simpson, Dr. Tepatti, Rich Vertrees, Dr. Warren

Absent: Garrett Belville (Student Trustee), Dr. Jozaitis

AGENDA	WHO
Minutes from June 25 <sup>th</sup>	Steering Team Members
Updates – Quality Checkup	Steering Team Members
Closing of CQI Action Project	Steering Team Members
Review Annual Updates for E-Portfolio, Process Mapping, and Using Multiple Measures	Steering Team Members
Discussion of Systems Appraisal Feedback Report (if available)	Steering Team Members

## Notes

The AQIP Steering Team meeting commenced at 1:35 p.m.

### **Minutes from June 25**

The June 25, 2013 AQIP Steering Team meeting minutes were reviewed by the AQIP Steering Team members. There were four corrections. It was requested that re-accreditation under “Other” bullet #1 be changed to reaffirmation and IIP be changed to IID. The first sentence of bullet #4 be changed to read, “Dr. Warren mentioned that a portion of the lunch time activities at PDD would be related to the reaffirmation visit”. Re-accreditation in the last sentence of bullet #4 should once again be changed to reaffirmation. It was requested that an additional bullet under “Other” be added to read, “CQI training is complete for Train the Trainers and the initial pilot was completed.” The corrections will be made by the AQIP Recorder and posted on the college AQIP website.

### **General update on the Quality Checkup**

Co-chairperson Kujawa indicated that the Quality Checkup will take place on Wednesday, November 6 and Thursday, November 7 with no scheduled activities on Friday, November 8. The visit was reduced to 2 days due to travel arrangements for peer reviewers. The Quality Checkup team was announced: Dr. Lori Bedford, Faculty Specialist in the Center for Faculty Excellence at Walden University and Dr. Bob Ledman, VP of Administrative Services and Finance at Tohono O’odham Community College. Some discussion ensued about whether both members of the Quality Checkup team were on the Systems Appraisal team. If both were, the Quality Checkup team would need less time for reviewing the Quality Checkup documents. Co-chairperson Kujawa will provide the Systems Portfolio with the Quality Checkup documents if either was not on the Systems Appraisal team.

The Federal Compliance Report is complete and currently being reviewed/edited by Dr. Warren and a few Cabinet members. Co-chairperson Kujawa indicated that the Quality Program Summary has been drafted but not finalized as we have not received the feedback report. Both documents are due to reviewers 4-6 weeks in advance, but how far in advance each is sent will depend on when we receive the Systems Appraisal Feedback Report. According to HLC guidelines, all documents should be with the reviewers by October 9<sup>th</sup>.

### **Close the CQI Action Project**

The CQI Action Project closing document was handed out and reviewed. Revisions to paragraph 5 of the document included removing the comma after highly in the first sentence and ending the final sentence after “was the biggest challenge faced”. Co-chairperson Kujawa will enter information into the action project directory and close the CQI Action Project.

### **Review Annual Updates for E-Portfolio, Process Mapping and Using Multiple Measures**

Co-chairperson Kujawa indicated that we currently have three action projects that need updating. Each year the college is charged \$700 whether we submit updates or not. The calendar year, in which updates are reviewed, runs from January through the end of September. Therefore, we will push these three updates through since the college has already being charged.

The E-Portfolio annual update is in progress with no document currently available to review. Once steering team member Tepatti, the action project's sponsor, has a working draft, she will forward it to the steering team members for review.

Steering team member Simpson, the action project's leader, provided an overview of the Process Mapping team's report. Dr. Warren indicated a concern that the last paragraph seemed to indicate the project had come to a halt. She suggested this needed clarifying. Steering team member Simpson will work on this paragraph so that it is a more reflective response to the challenge faced.

Co-chairperson Kujawa, the action project's co-leader, provided an overview of the Multiple Measures team's report. Indicated they found an interesting study of the Los Angeles Community College District which includes 7 community colleges. This study showed which students benefited from bumps in which math courses. They will try to schedule a call with them to further discuss this study and their bumping processes further. Co-chairperson Kujawa felt that by winter break they should be able to report out to the college community and then begin designing the actual process for LLCC.

#### **Discussion of Systems Appraisal Feedback Report**

Co-chairperson Kujawa indicated that we are still awaiting the Systems Appraisal Feedback Report. She has contacted Mary Green as well as Eric Martin at HLC but hasn't heard anything back. Dr. Warren subsequently placed a call to Eric Martin at HLC and expects a call back this afternoon. Given that the feedback was not available for discussion at this meeting, it was suggested that Cabinet reviews the feedback report and determine what to incorporate into Quality Summary. Co-chairperson McDonald expressed that the entire steering team should be given opportunity to review the response to the feedback before the Quality Program Summary is submitted.

A brief Quality Checkup overview will be provided during lunch at PDD which will likely include information about Systems Appraisal Feedback Report. Co-chairperson Kujawa indicated that once the feedback report is received, we will need to develop a plan for getting the feedback information out to the college community.

#### **Next Meeting Date**

Co-chairperson Kujawa indicated that we will wait to schedule another meeting given the uncertainty of when we may receive the feedback report. We'll likely have a meeting in October to finalize plans for reaffirmation visit. If time doesn't allow for another meeting before the Quality Program Summary is submitted, it was requested that it be made available for an online review by all steering team members.

The AQIP Steering Team meeting adjourned at 2:45 p.m.