Meeting Minutes

Meeting Name/Purpose: AQIP Steering Committee

Meeting Date: September 8, 2011
Meeting Place: VP Conference Room
Meeting Time: 2:00-4:00 PM

Facilitator: Co-chairperson Kujawa
Co-chairperson McDonald
Recorder: Teresa Dickey-Rogers

Attendees: Iva Bergeron, Tricia Kujawa, Junell Ransdell, Judy Jozaitis, Rich Vertrees, Claire Gordon, Chris McDonald, Dr. Warren, Eileen Tepatti, Victor Broderick.
Absent: Lesley Frederick, Susan Srbljan, Frank Hopper

AGENDA	WHO
Minutes from July 19, 2011	Steering Committee Members
Category 5 Discussion	Steering Committee Members
AP Declaration for Strategic Plan-Transformation	Steering Committee Members
Feedback Report for FYE AP Team	Steering Committee Members
Next Meeting Date	Steering Committee Members

Notes

The AQIP Steering Committee Meeting commenced at 2:05 PM.

Minutes from July 19, 2011
The AQIP Steering Committee members approved the July 19, 2011 meeting minutes with one correction, RichVertrees was in attendance but omitted from the Attendees List.

Category 5 Discussion
AQIP Steering Committee member Tepatti addressed the AQIP Steering Committee member on the Category 5 discussion with a brief history of the category and the Team Leaders involved in writing the document. The AQIP Steering Committee members discussed the length of time regarding the plan and came to consensus that the wording should be "multi-year" plan. The AQIP Steering Committee members addressed Sections 5P1, 5P2, 5P3, 5P4, 5P5, 5P6, and 5P7 with their comments, concerns, gaps and omissions. The Team Leaders will incorporate the recommended/ suggested changes to the various sections. Due to meeting time constraints, Co-chairperson Kujawa informed the steering committee members the Category 5 review would continue at the next scheduled meeting.

AP Declaration for Strategic Plan-Transformation
The AQIP Steering Committee members came to consensus that the completion date should be left blank for Action Project Declaration document. The Steering Committee members need to review and then submit the process and strategic plan. The implementation process is stated in "A" and "B", and then repeated in "H". Section "K" needs to be added back into the Declaration. In the "I" section, Dr. Warren's name needs to replace the word "Sponsor or Champion". Steering Committee members McDonald and Bergeron gave positive feedback on the charter being very helpful launching the action project declaration document. The AQIP Steering Committee members came to consensus there should be an annual review of the accomplishments of all action projects in the portfolio for the college community to view.

Feedback Report for FYE AP Team
The Feedback report was received by the AQIP Steering Committee Team members.

Next Meeting Date
Co-chairperson Kujawa will contact Dr. Warren regarding the next meeting date and time. Knowing the amount of work remaining on the Categories, it was suggested that the AQIP Steering Committee members meet every 2 weeks to review the remaining categories by the College's Winter break.

The AQIP Steering Committee meeting adjourned at 3:10 PM.

Action Items	Assigned To:	Due Date
Continue Category 5 review	Steering Committee Members	September 29, 2011