AQIP Steering Committee Meeting  
3:30 – 5:00 p.m. – August 27, 2013  
Kent Library Room 318


Absent: D. Atwood, D. Holt, D. Powell

Dave welcomed everyone to a new academic year and introduced Dr. Gerald McDougall, Interim Provost, and Benny Dorris, Student Government President as new members of the AQIP Steering Committee (ASC).

The ASC includes the following members:
- Non-Rotating David Starrett, AQIP Liaison, Chair
- Non-Rotating Gerry McDougall, Interim Provost
- Non-Rotating Dennis Holt, Director of Institutional Research (will be Kang Bai after October 15)
- Non-Rotating Christina Frazier, Department of Biology
- AY 2012-2014 Doug Atwood, Faculty Senator
- AY 2013-2015 David Powell, Faculty Senator
- AY 2012-2014 Cheryl Alberternst, Faculty at Large
- AY 2013-2015 Khaled Bawaneh, Faculty at Large
- AY 2014-2016 David Starrett, Deans Council
- AY 2012-2014 David Probst, Chairpersons Forum
- AY 2013-2015 Theresa Messmer, Clerical Technical Service Staff Council
- AY 2014-2016 Krissy Loenneke, Professional Staff Council
- AY 2013-2015 Alissa Vandeven, Finance & Administration
- AY 2012-2014 Bruce Skinner, Enrollment Management & Student Success
- AY 2014 Benny Dorris, Presiding President of Student Government
- AY 2014 Kevin Magnan, Student Representative to the Board of Regents

This fall we will focus on 1) updating Action Projects, and 2) updating the Systems Portfolio.

1. We have three new Action Projects (AP):
   - Enhancing the Teacher Education Program (TEP)
   - Defining Attributes that Encourage an Engaged Student Body
   - Improving Student Retention
The first drafts from the proposers have been submitted. Final drafts must be submitted to the Higher Learning Commission (HLC) by September 30. After these have been approved by HLC, Dave will retire the current Course Redesign and Planning & Assessment Action Projects.

The Student Learning Outcomes Action Project is still active. Dave will talk to the committee chairperson about the focus of the AP.

2. Updating the Systems Portfolio
   
   Our Systems Portfolio is due to HLC June 1, 2014. This Portfolio meets AQIP requirements for accreditation.

   **Timeline for category rewrites:**
   - September 30 - October 25 - Categories 6 & 9
   - October 28 - November 22 - Categories 3 & 4
   - November 25 - December 20 - Categories 2 & 7
   - January 13 - February 7 - Categories 5 & 8
   - February 3 - February 28 - Category 1

   **Category rewrite leads:**
   - Category 1 - Alberternst, Atwood
   - Category 2 - Messmer
   - Category 3 - Skinner, Dorris
   - Category 4 - Vandeven
   - Category 5 - Probst, Magnan
   - Category 6 - Skinner, Vandeven
   - Category 7 - IR Director, Bawaneh
   - Category 8 - Provost’s Office, Messmer
   - Category 9 - Provost’s Office, Powell

   **Category Rewrite Process:**
   - Frazier and Loenneke with category leads rewrite category answers according to timeline
   - Starrett & Frazier add evidentiary statements over same timeline
   - Category drafts go out to committee when finalized
   - Final Draft completed by March 14
   - Draft proofing March 17 - April 11

   Frazier asked if we should ask the Vice Presidents for examples of “closing the loop”.

   Dave said as the Vice Presidents’ updates come in, he will get the information to the category leaders for the rewrites.
Dave asked ASC to review their assignments and time frames as homework for the next meeting. If anyone has problems or time constraints, they should tell Dave at that time.

Fall meetings will be held on Tuesdays from 3:30 to 5:00 p.m. in Kent Library room 318. The fall meeting dates are:

September 10 and 24  
October 8 and 22  
November 12 and 26  
December 10  

Meeting adjourned.