

ACADEMIC QUALITY IMPROVEMENT PROGRAM (AQIP)

AQIP Steering Committee Minutes

September 22, 2015

Kent Library 318

Members: Present: McAllister, presiding; Bai, Bohannon, Jenkins, Loenneke, Randolph, Skinner, Zhang.

1. Dr. McAllister opened the meeting by welcoming everyone. The minutes were provided to all members for their review. Jenkins/Skinner moved to approve the minutes. The minutes were then approved by the committee.
2. Handouts: (see attached)
 - a. Call for AQIP Action Project Proposals – Deadline October 30, 2015
 - b. AQIP Action Project Proposal
3. Call for AQIP Action Project Proposals: will be listed in the *Newswire* this Friday. Individuals will be able to go to the website and submit a proposal electronically. The proposal deadline will be listed as October 30, 2015.
4. Action Project Proposal: This document is the one used in the past. Some revisions were suggested for this form. Those included the graph indicating sequence of actions to take when reviewing the proposed action plan. It was noted the sequence is different with each graph. In addition, it was decided the Action Project Proposal will not have the required field of “supported by Dean, Director or Vice President”
5. Dr. McAllister noted the individuals selected to fill the vacancies have been submitted to the President for his final approval.
6. The next meeting of the AQIP Committee will be held on October 27, 2015.
7. Meeting adjourned and with committee members encouraged to partake in refreshments provided by Krissy Loenneke.