AQIP Meeting Minutes
September 17, 2013


Members Absent: Beth Danberry, Dave Hammett, Julia Miller, one academic VP, and one academic Dean.

Minutes approved by Kaycie Lawson and seconded by Steven Pottenger. Minor spelling change noted by Wayne Whitmore.

Updates: Update from Kathy Nelson (HLC Liaison)... different timeline options and different paths. We may get stuck in a timeline we do not necessarily like or agree with. Will need results by 2015. Arlene asked if our current restructuring would affect our accreditation? This will not affect our process. This will keep us within timelines for college accreditation.

The subcommittee on action projects will be very busy, given the new timeline. Kaycie would like to start taking ideas/proposals for action projects by the end of October 2013.

Bylaws: Some changes are needed. Membership changes needed. The new VP of academics will be name change. The VP of Finance Operations will change to rotating member of the cabinet. Dena’s title will be changed as well. Additionally, changing the language regarding Deans to just “Dean.” Also, changing it to “Dean or Director.”

Kaycie has put forth Dr. Brian Fors’ name for this position. He is qualified to serve and will not need to be brought up to speed. Brian’s name and Brad’s names will be put forth to Dr. Parker. Additionally, a faculty name will need to go forth as well to the faculty union. Dave’s position will be filled with a two-year appointment.

Action Items: Beth forwarded the form letter that will go to departments if it is not approved for action project status. The letter was approved by committee members.

Rubric: Wayne provided a copy of the rubric for the action project charter, as well as a checklist. These are drafts. Steve shared a project risk rubric as well. This led to a discussion of ranking projects as well. These include time frame, money, collegiate need, etc.
Learning from yesterday, applying today, improving tomorrow.

The rubric will serve as a determinant of whether a project is a project or not. The language needs to be changed, as does the Likert scale. It will change from a three-point scale to a five-point scale.

**Cheat sheet:** The subgroup put together a working document. Kaycie feels it needs to have a criterion for success added, which was then determined to be included already. Some areas may be merged into one on the form. What form will the cheat sheet take in being given to others when completing an application?

Arlene felt that the form might be overwhelming to those who may be doing it. Responses from the committee addressed this issue, as those filling out the form will be working on the project. Additionally, how do we get buy-in from those in areas that may be asked to complete an anonymously submitted project? Kaycie thinks we need to dive in and deal with some issues that arise as they arise as we cannot answer every single possible question on the front end. Donna is concerned about motivation for those doing projects they did not propose in the first place. Also, concerns about vetting projects by the committee have arose as well. A lot of details still need to be worked out.

Steve shared thoughts about bringing folks in to talk about projects that relate to their area of the college. Kaycie shared that many action plans do fail, and that we cannot anticipate every single question. Ramona requested we read over the cheat sheet and report any needed information.

**Subcommittee Reports:**

**Communication**- Split out and target our communications. We target different groups in different ways (students, faculty, staff, etc.). Utilizing the new department chairs is but one method put forth. Also, student organizations should be targeted as well. Think outside the box! Timelines are still in the design stage. The timeline discussion will take on new priority with potential for accelerated timelines. Communications not just about action projects, but accreditation as a whole.

**Resource Room**- Doodle polls are sent out and meeting set for October 7, 2014. It is imagined as an online space. The AQIP resource room will be developed, and a team will be established to maintain it. The room will be an ongoing entity, updated continuously.
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**Systems Portfolio**- Will ramp up quickly. First tasks- questionnaires, focus group questions, and other data-gathering tools. We need to develop a way to get this info… Kaycie proposed to divide and conquer.

**Action Project**- No solid info at this time. Some information was sent around. A web form is currently being developed. Lots of things to be done… action project guide, selection, etc. They will also have a look at the rubric Wayne developed. Responses to proposals have to also be worked out, as there are many responses to be worked through. Action project will be the focus of our next meeting.

The Three Questions: We improved quality through establishing timelines and by laying out next steps. Any processes improved? Our approach to deliverables improved processes. Data? All of our meeting data was utilized by the group.

Next Meeting: October 1, 2013 in PCR (NM) and B109 (Fblt)

Wayne Whitmore, Recorder