

Tuesday, September 2, 2014

## AQIP Steering Committee

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**Attending:** Ramona Beiswanger, Kaycie Lawson, Peter Johnson, Arlene Eliason, Deb Salmon, Karen, Steve Pottenger, Brian Fors, Donna Marzolf, Susan Tarnowski

**Members Absent:** Ramiro Alvarez

Approval for the April minutes. Motion made by Karen. Deb second the motion. All in favor.

Approval for the May minutes with the change that Kaycie was not in attendance.

Motion made by Deb. Seconded by Steve. All in favor.

### **Updates:**

We received an update from AQIP Pathway. System Portfolio due June 2015.

### **Committee Business:**

**Membership and Recruitment** - 4 faculty, 4 staff, 4 admin, and 2 standing roles. (See by-laws).

There was discussion on the size of the committee. It was agreed that this was a good size, especially to get a good cross-section as well as have a quorum for each meeting.

Ramona will put the call out to both campuses to replace Ray. Tom Kammer and Lisa Lamore and Amy Miller were suggested candidates.

We also need to recruit for next year for two staff and two faculty. (See rotation chart. Each color change a person rotates out.) Recommended candidates include Peter Wruck, Jodi Olson, Karen Snay, Julie Jorge, and Jim Zwaschka.

There was discussion on establishing a co-chair that will work with Ramona, "learning the ropes" for a year before becoming a chair.

**Meeting Day/Time starting Fall 2015:** The current time was determined using Doodle to find the best time slot for everyone on the committee.

Afternoons are better because there is less student demand then. Friday afternoons might be one possibility but Shared Governance and Curriculum might be a conflict.

Kaycie will send out a Doodle to help determine the best time.

## **Update on Action Project Progress:**

**Program Review** - Dr. Tarnowski. Met twice this summer. How the program review might look different from an AI perspective. Tasks were assigned. Roles and responsibilities for external review committees. Wayne is working with Brian on training and implementation. Peter Wruck is working with the database.

The basic change is that the program review internally is the first review. Colleagues, members of the program, looking at the data. One of the problems is that the data is very siloed. It needs to be presented more holistically. Evaluators would engage in a strategic planning process. Instead of a cut in time and looking back it would be a more forward process.

The committee is using Basecamp to help everyone communicate and stay on task.

After the next round of program reviews the process will be reviewed.

**Large Equipment Purchase** - The overall theme is to make the process fair for all programs. The process is aimed to reduce favoritism and make the process more transparent. The two meetings this summer focused on the application.

A application will not require a dean's signature. The committee will determine who will get the funding and pass this information on to Dr. Parker for a final decision.

Next steps: Decide on the criteria that will be used. FYE? Was this equipment listed in your program review? Not just want but being able to show a specific need.

A pilot will be ready in Spring 2015.

**FYI - First Year Initiative** - To improve retention and satisfaction through intentional student engagement and involvement.

Started with a two-day workshop in May 2014. Over 40 faculty and staff met looking at the data and developed a new project idea.

- 1) Make the campuses more welcoming. Orientation/On-boarding. Open house.
- 2) FYI - A menu of best practices for students to build success and retention. Set up coaching to help the students meet these best practices individually.

**We need to post the charter for our third project by Oct 1, 2014.**

There was discussion about maintaining momentum and enthusiasm without stretching too thin. The role of the team could be to prioritize the tasks building up to when it becomes an office AQIP project.

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Which project will become project #3 (FYI or welcoming) and who will be on that group?

Karen recommended someone from the bookstore to be on the committee.

Amy Miller has online focus and experience from Capella. Other names suggested included: Mitzi Kennedy, Julianne Brueske, and Cheryl Anderson

Deb suggested someone from online group. Building community online.

Priorities from the workshop:

1. LifePlan - Student success plans IEP
2. Welcoming Culture - Help Desk
3. Advising/Coaching
4. Signage and room numbers
5. Orientation

An open call will be sent out for people to join this third AQIP project.

Ramona will send the steering committee a list of people who attended the workshop as well as a draft of the email.

**Midterm project requirements.** Help motivate teams to work on progress. Report will include what support the group needs from the steering committee.

How is the team meeting the deliverables?

Have you encountered any difficulties?

What have you discovered that is not fitting the scope of the project?

What are the three benefits you have seen the AQIP process?

This will be sent out in November for reporting back by the end of the semester.

### **Steering Committee Tasks/Assignments:**

1. Revise action project guide.
2. Revise for process for action project proposals. (requesting problems, not solutions)
3. Working on Systems Portfolio, especially Category 6 (AQIP process and Steering Committee) - Due in June 2015

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4. Communications - Website, report, liaisons/support for Action Project teams, training/talking points regarding the new AQIP process.

Next meeting: time line for the upcoming year.

The meeting was adjourned at 11:35am.

Minutes by Peter Johnson