

AQIP Steering Committee
Meeting Minutes
November 10, 2008

Members Present: Dr. Finnegan, Dr. Rittenmeyer, Ms. Peek, Dr. Lowery, Ms. Henderson, Dr. Goodman, Dr. Ebenger, Mr. Haring

Guests: Dvorak, Severa

SUBJECT	DISCUSSION	FOLLOW-UP/ACTION
AQIP	<p>Dr. Lowery commented that some of the AQIP items will be retired. At this meeting they will review the status of the current projects. There are two new projects to be considered at this point. The Systems Portfolio project will also be discussed.</p> <p>Regarding the week long orientation course, all the feedback received has indicated that it went very well. However, they are struggling with the orientation being done on Friday and Saturday. The action project, <i>review and document policies and procedures pertaining to budgeting and financial management</i>, is being worked on by Ms. Victor.</p> <p>Dr. Finnegan discussed the learning communities. He said the completion target date of October 1, 2008 has to be changed. Two things that Dr. Finnegan found troubling and not working well was communication and finding times to meet. This is problematic with the new schedule. Another problematic area was the students using email and mentors communicating with emails. This does not seem to be working well at all. Late enrollment of students was discussed. Dr. Lowery suggested that at the end of the semester when turning in grades,</p>	

	<p>a minimum of a half-day workshop for everyone involved in the learning communities be arranged. The learning communities will think in terms of gathering data and bringing it together in January for a half day workshop. The orientation will be closed out after the semester.</p> <p>Ms. Henderson will assemble a group for the marketing campaign.</p> <p>Dr. Michele discussed a consortium new venture between CCSJ and Ancilla College. The new venture would identify a cohort of 20 students from CCSJ and Ancilla who demonstrate identified characteristics that lead to stop out or drop out. Also it would provide a week long 3 credit course experience at Ancilla, focusing on the knowledge, skills, and performances that contribute to success and sophomore retention. It would be housed at Ancilla and during that time individual analysis would be done through tools to be identified. It would provide wrap-around services during sophomore year.</p> <p>One of the sources for funding would be FIHE which has given \$2500 to the project. \$50,000 would be funded through FIHE with an additional \$50,000 that CCSJ and Ancilla would be responsible for raising and matching monies. Discussion followed.</p> <p>Mr. Henderson and Mr. Walz have been working on the potential to go more paperless than CCSJ is now. They have identified several potential areas where this could be done. Dr. Lowery will ask them to do a formal proposal on going paperless.</p> <p>The committee decided on a process that will eventually lead to the development of a Systems Portfolio, a 75 to 100 page document that will be reviewed by the Higher Learning Commission as part of the accreditation process. It is hoped that the document will be developed</p>	
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	over the course of the next year. Discussion followed.	
Adjournment	With no further business to conduct, the meeting was adjourned.	Next meeting will be December 8 at 3:00 p.m.