

AQIP Committee
Meeting Minutes
August 20, 2008

Members Present: Dr. Goodman, Dr Lowery, Ms. Victor, Dr. Shields, Ms. Peek, Mr. Hays

Guest: Mr. Schuelka, Ms. Davis

SUBJECT	DISCUSSION	FOLLOW-UP/ACTION
AQIP	<p>Dr. Lowery said he will be giving an update on the four projects underway. He would like to discuss minor changes in the AQIP language that just came down. The third thing is to talk about a deadline coming up on September 14 to report the status of CCSJ's action items. He said a few action items will be retired and the next round of action items needs to be built. Three of the projects are related to the CORE initiatives.</p> <p>The three-credit hour orientation class is coming up starting August 25. Faculty and staff are in great shape regarding the orientation. The testing is on schedule, student core services are ready, packets for the student have been prepared, the four content sessions are set up. Dr. Patterson will introduce competencies through CPR and she will be literally pointing out the different competencies throughout the entire session. The students will be taught critical thinking, using study circles focusing on race and racism as a way to teach critical thinking skills. Dr. Finnegan will be covering some information from his social justice class to teach study skills. Dr. Buczinsky will be teaching a writing survival course. All in all, this will be a high octane week.</p>	

	<p>At the faculty retreat on September 26th the faculty that have been involved in the orientation will be invited to sit in on the retreat and discuss data from the orientation week. That project will be substantially done and may be retired.</p> <p>Dr. Goodman suggested doing an assessment of the orientation of the students at the end of the week, i.e., what they enjoyed, what they got out of it, etc. Dr. Lowery commented that was a good idea and he will work on it.</p> <p>The second project is the learning communities. Enrollment was so strong that it went from four to five. There will be 130 students in the learning communities. Feedback will also occur at the September 26th retreat and the project will be retired.</p> <p>The third project is not a major project, but includes some marketing advantage this year. The elements of the CORE initiative were put into two publications about CCSJ that were distributed to over 15 parishes as a stuffer in their bulletins. They were both in English and Spanish. The elements that were targeted to adults were also published in a Labor magazine as a limited project.</p> <p>The Policies and Procedures is the fourth project. They are still in the process of revising the policies and procedures on the business side of the operation. Mr. Schuelka has been looking for projects for his classes in MSQA. Dr. Lowery suggested a multi-term project that could be spearheaded by one or more MSQA courses. The students would inventory the policies and procedures, identify policies and procedures that require documentation, determine one or more preferred formats, design templates, train staff, develop an appropriate review and approval process, develop a control and</p>	
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	<p>update procedure, and develop a timeline for the completion. Discussion followed. Dr. Lowery said the Policies and Procedures project will be the focus of the next meeting.</p> <p>By September 14 Dr. Lowery has to respond to AQIP on the status of the four projects.</p> <p>Dr. Lowery pointed out a memo from Mary Green from the Higher Learning Commission regarding the revised AQIP categories. There appears to be no substantial revisions, only minor ones. Most of the revisions have to do with the documentation of the systems support portfolio. By the next meeting Dr. Lowery is hoping to have a timetable and a layout for the systems portfolio. The object is to have the systems portfolio completed by May 2009.</p>	