

AQIP Steering Committee
Meeting Minutes
June 18, 2008

Members Present: Mr. Hays, Ms. Jones-Malone, Ms. Henderson, Dr. Lowery, Mr. Jasieniecki, Ms. Peek, Dr. Goodman, Mr. Kenny, Mr. Haring, Mr. Henderson

SUBJECT	DISCUSSION	FOLLOW-UP/ACTION
Opening of meeting	Dr. Lowery said the purpose of the monthly meetings is to provide updates on the four action items and also to get in the habit of meeting so information can be shared by all.	
AQIP	<p>Mr. Kenny has been invited to the meeting to see how enrollment is going with respect to the learning communities and orientation course since three of the four projects involve AQIP. He shared some information with the team.</p> <p>The financial policies and procedures are currently being revamped. Other protocols are also being worked on.</p> <p>Dr. Lowery commented as CCSJ retires projects, future projects need to be made.</p> <p>The GENL 100A College Survival Orientation was discussed This will be a week-long, three-credit hour course beginning on August 25 and running through August 29. The orientation will start at 8:00 a.m. each morning. Class will end 3:30 p.m. each day. Several departments will be attending, e.g., admissions, financial aid and academic advising. A welcome speech will be given by Dr. Lowery.</p>	

	<p>There will also be a parent agenda regarding the orientation on August 25, 2008. At the end of the informational session there will be a parent question and answer period.</p> <p>Dr. Goodman discussed the learning communities project. The last meeting was held on June 16, 2008 and the purpose was to inform the instructors for the 2008-1/2008-2 learning community groups of what the learning community was as well as the responsibilities of the instructors. They also reviewed the five page description of the CCSJ learning community program. Ms. Jones-Malone and Ms. Turner gave explanations with handouts of the mentoring program and the supplemental instruction.</p> <p>There was a brief presentation by Mr. Henderson regarding the assessment of the learning community. Mr. Kenny gave an update on enrollment. As of today, 28 students are enrolled in the learning community groups which is 35% of capacity. (28/80.)</p> <p>Dr. Goodman said there will have to be another meeting with the instructors in August before classes start, with special emphasis on the 20081 ABCD groups. Discussion followed.</p>	
Adjournment	With no further business to conduct, the meeting was adjourned.	The next meeting will be July 16 2008 at 3:30 p.m. in the dean's conference room (613.)