

**Quality Champions Committee
Meeting Minutes- October 25, 2004**

Members Present: Chris Crawford, Casey Rackaway, Craig Karlin,
David Schmidt, Michael Martin, Chapman Rackaway

Members Absent: May Schumacher, Mark Stutz, Germaine Taggart,
John Ross

Others Present: None

Next Meeting: Monday, November 22, 2004
3:00 p.m.- President's Conference Room
Sheridan Hall #306

I. Announcements

- Meeting called to order at 3:10 p.m. by Chris Crawford.
- Agenda and supporting items were distributed.

II. Status Update/News

- Chris talked about the Systems Portfolio Assessor Training he received the previous week in Chicago.
- AQIP System Portfolio Review: Less than 10 schools have gone through this process so far. Fort Hays State University will submit its Systems Portfolio by November 30, 2004. Dr. Gould is currently reviewing the document. As a result of Assessor Training, Chris said he has another 8-10 of work to do on it as well, in addition to the edits that will come from the Provost.
- Chris also mentioned that AQIP Champion Training will take place in early November and again in the spring. He encouraged everyone to attend if they have not. Michael Martin said he will try to attend next semester if time allows.

III. Tasks

- MiniSWOT: Each person on the committee was asked to conduct a MiniSWOT analysis after the last meeting where they had the opportunity to list strengths, weaknesses, and action steps relative to the AQIP process. Chris asked each person to talk briefly about their SWOT analysis. Dave Schmidt did not have an analysis so Chris asked him

to talk briefly about his strengths, weaknesses, and action steps. The challenge Chris gave Dave was to find a suitable replacement when Dave leaves. Possible candidates Chris mentioned were: Mark Griffin and Jane Rajewski.

- Chris and the Quality Champions Committee decided it was necessary to map key performance indicators in each of the Criteria categories with the corresponding Criteria category element (content, process or improvement). Although this is going to be an extremely long process, everyone agreed that this would be the best way to find data that would be most useful and reflective of what the AQIP Criteria are looking for.
- The following KPI's were discussed:

AQIP Quality Criteria 1: Helping Students Learn Discussion:

- a. 1C3-
- b. 1C4- needs data
- c. 1C5-
- d. 1C4- 11E (thinking critically) 11O (contributing to welfare of your community)
- e. 1C4- 11L (understanding people of other ethnic background)
- f. 1P3- 6 years graduation rate of a student taking a 000 level class
- g. 1P4- Advisor Question (Ask Petty)
- h. 1P5-Advising Center Data
- i. 1P6- TEVAL (Chris will bring in next meeting)
- j. 1P7- this will be discussed in the next meeting
- k. 1P8- Regents Program Review (Chris will write differently/Craig Karlin will help if need be.)
- l. 1P9- 1.11

IV. Future Actions

- More actions and criteria will be implemented at the next meeting. All criteria will be reviewed and new action steps will be enforced through group discussion.

V. Adjourn

- Meeting adjourned at 4:30 p.m.
- Next Meeting will be on Monday, November 22nd, at 3:00 p.m. in SH306.