

Quality Champions Committee Meeting Minutes – October 30, 2003

Members Present: Chris Crawford, Dave Schmidt, Chapman Rackaway, John Ross, Steve Williams.

Others Present: None

Next Meeting: Thursday, December 11, 2003
3:00-4:00pm - Field Conference Room

I. Announcements

- Meeting called to order at 3:05pm by Dr. Chris Crawford.
- Agenda and other supporting documents were distributed.

II. Status Update

- AQIP 9 Quality Criteria and AQIP 4/5 Action Projects: COMPLETE
- AQIP Leadership Training is available. Steve Williams and Chapman Rackaway are going to Chicago in November to the next training session. Please check the AQIP website for information on upcoming workshops. (www.aqip.org)
- Individual Department projects are starting to come in. Chris will send a reminder of the deadline coming soon.
- The survey will close on Monday morning, 11/3. To date there have been 220 responses out of a distribution of 750. Chris will distribute the results to the committee when they become available. Chris is also working on a newsletter to distribute campus-wide.

III. Action Items

- Completion of the Affinity Diagram was tabled until the next meeting.
- Assignments were given for each member to review and reflect on the 9 Quality Criteria. Please use the Action Projects 4/5 to assist you in your review. Chris has asked each member to ask 2 more people to assist them in their review and reflection.
- Forums: A request to reschedule the forums was made. They are now: AQIP Forum 1 - Discussion of Quality Criteria 1, 2 3 & 4
November 14, 2:00-4:00pm, Trails Room in the Memorial Union

AQIP Forum 2 - Discussion of Quality Criteria 5, 6, 7, 8, & 9
November 17, 11:30am-1:30pm, Trails Room in the Memorial Union

AQIP Forum 3 - Discussion of Vital Goals 1, 2, 3, 4, 5
November 20, 2:30 - 4:30pm, Field Conference Room in Sheridan Hall
Refreshments will be served at each of the forums.

- Documents from the AQIP Systems Portfolio Workshop that Chris attended was distributed. Chris showed a copy of the Alexandria Technical College portfolio and it will be sent to all committee members. The Rubrics document is what will be used to judge our portfolio. Chris encouraged everyone to use the Principles and the Criteria document to guide them through their writing assignments. Our Portfolio will be a 4-color document.
- Chris suggested asking Ron Sandstrom and Casey Rackaway to be our internal reviewers and said that if anyone thought of anyone else to please let him know.

IV. Adjournment

- Meeting adjourned at 4:10pm.