

Quality Champions Committee Meeting Minutes – October 9, 2003

Members Present: Chris Crawford, Lianne Connelly, Dave Schmidt, Chapman Rackaway, John Ross, Tonja Vallin, Steve Williams.

Others Present: None

Next Meeting: Thursday, October 30, 2003
3:00-4:00pm - Sheridan 306 President's Conference Room

I. Announcements

- Meeting called to order at 4:05pm by Dr. Chris Crawford.
- Agenda and other supporting documents were distributed.

II. Status Update

- AQIP 9 Quality Criteria: A majority of the data has been submitted, five of the nine criteria are complete. Criteria 1 & 3 are partially complete, #8's data has been received, however, the data is different and needs to be examined. Chris is working on #9.
- AQIP 4/5 Action Projects: Data for 1-4 is complete. Action Project #5 is partially complete and is being gathered.
- AQIP Leadership Training is available. Please check the AQIP website for information on upcoming workshops. (www.aqip.org)
- Annual Report is due and was submitted on September 21st.
- Systems Portfolio is due on May 1, 2004.
- AQIP Forums: Three forums have been scheduled for faculty, staff and students. The schedule is:
 - AQIP Forum 1 - Discussion of Quality Criteria 1, 2 3 & 4
November 11, 11:30 - 1:30, Black & Gold Room, Memorial Union
 - AQIP Forum 2 - Discussion of Quality Criteria 5, 6, 7, 8, & 9
November 14, 2:00 - 4:00, Trails Room in the Memorial Union
 - AQIP Forum 3 - Discussion of Vital Goals 1, 2, 3, 4
November 20, 2:30 - 4:30, Field Conference Room in Sheridan HallRefreshments will be served at each of the forums.

III. Action Items

- The survey has been revised. We worked with CTELT to set up the survey in Zoomerang. It will be e-mailed to Allusers shortly. All information will be completely confidential.
- Quality Champion notebooks. The binder is to be a resource for your perusal. When you receive information, please place it in the notebook for your future use.
- 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 informed everyone that the members of the Council for Institutional Effectiveness are available to give assistance. A copy of the membership was provided. Please look for overall trends and quality aspects. If you feel something needs to be added, please state that so it can included for the next year. Likewise, if you feel that something needs to be deleted, please let us know. Please have your summarizations complete to share with the other members by October 23.

V. Adjournment

- Meeting adjourned at 5:15pm.