

Quality Champions Committee Meeting Minutes - August 19, 2003

Members Present: Chris Crawford, Tonja Vallin, Diane Scott, Lianne Connelly, Debbie Mercer, Dave Schmidt, Steve Williams, John Ross.

Others Present: None

Next Meeting: Thursday, September 18, 2003
2:00-3:00pm - Field Conference Room Sheridan Hall

I. Announcements

- Meeting called to order at 2:00pm by Dr. Crawford, Chair of the Committee.
- Agenda and other supporting documents were distributed.
- A thank you to the committee members for their agreeing to participate on this very important committee.

II. Status Update

- Performance Scorecard: Most of the data has been received. Few sections outstanding and should be in shortly. This data is used to produce the Scorecard Brochure that is distributed to the Kansas Board of Regents and the Legislature on January 1st. Therefore, the document needs to be finished and ready for the printer by October 15th.
- AQIP 9 Value Criteria: This information is gathered annually. Still have quite a few sections outstanding. Chris will send a severe reminder that data needs to be submitted immediately.
- AQIP 4/5 Action Projects: This information is also gathered annually. These items may change as the University reaches goals and strives towards new goals. A few of these sections are also outstanding. Chris will send a reminder to these individuals too.
- AQIP Leadership Training: Chris attended an AQIP Leadership training program earlier this month. He felt that overall FHSU is on the right track, we do a good job with data collection and tracking, and as with anything can improve in some areas. Chris encouraged everyone to attend one of these conferences. It is very beneficial and believed that funds would be available for this endeavor.
- Annual Report: The Annual Report is due in September, however, with the Systems Portfolio due in April will be the top priority.

- Systems Portfolio: This report is a 75-100 page summary that will include what we have completed in the last 3 years along with what we plan for the future. There is a draft report on the AQIP web site (www.aqip.org) Chris encourages everyone to review it. A draft of the Flow Chart with the projected deadlines was distributed. Chris knows this is a big project and expects to draw assistance from the Council for Institutional Effectiveness and the University Assessment and Steering Committee. If you know of someone who would be able to assist with this endeavor, please let him know. The portfolio will consist of an introduction, a section on each of the AQIP 9 value criteria, and an overall summary. He thought that each member could write a section on one of the nine criteria values, he would write the intro and the overall summary. Tonja and John both have experience in AQIP so can also serve as readers. In addition, the wife of Chapman Rackaway also has experience in the Missouri Schools AQIP process so we may be able to benefit from her experiences. This project will be time-consuming. Chris suggested making a “wish list” since release time most likely will not be possible. He will check and make every effort to see that the hard work of all committee members is rewarded.

III. Role Definition

- Each of us are to serve as the College liaison and to attend departmental meetings to explain what AQIP is and how FHSU benefits from it. Chris plans to attend Chairs’ meetings and meet with faculty. He will make every effort so that all FHSU faculty, staff and students are informed of AQIP and its role at FHSU. Each of the colleges is represented, student services, as well as other important University functions and offices.
- The Committee does interact very closely with the Council of Institutional Effectiveness and will work with the University Assessment and Steering Committee.
- The Committee has been re-named because he felt that the committee is more than a College Coordinators because the committee is University-wide including administration, student affairs and the academic community. He sees the committee in the roles of policymaking and advisory. One of the top priorities this year is the Systems Portfolio that is due April 2004.

IV. Action Items

- Chris asked everyone to look at the SWOT form. He requested that everyone complete this form and submit it by the end of the week. He will then distribute the completed forms to each member.

- Future meetings: We will meet in SH 306 (President's Conference Room) at 3:00pm. The dates of the next meetings are: 9/18*, 10/9, 10/30, 11/20, 12/11*, 1/8, 1/29, 2/19, 3/11. * these meetings will be held in the Field Conference Room in Sheridan Hall (just off the lobby). Chris informed us the meetings would be for reporting and also a working meeting so we can make progress on the Systems portfolio, policy making, and creating a strategic plan & assessment for the University. If we do not need to meet on one of the dates, a notice will be sent out.
- System Portfolio: DUE APRIL 1, 2004. This needs to be a document of top quality that we submit with pride. The portfolio will consist of an introduction, a section on each of the AQIP 9 value criteria, and an overall summary. He thought that each member could write a section on one of the nine criteria values, he would write the intro and the overall summary.
- University Assessment Strategic Plan: Dr. Gould has asked that a University-wide Assessment Strategic Plan be created and implemented.
- It is hopeful that FHSU will move to the Single Common Report in the near future.

V. Adjournment

- Meeting adjourned at 3:00pm.