

# Quality Champions Committee Meeting Minutes – August 30, 2004

**Members Present:** Chris Crawford, Casey Rackaway, Craig Karlin, Dave Schmidt, John Ross, Germaine Taggart, Michael Martin, and Mark Stutz

**Members Absent:** Chapman Rackaway

**Others Present:** None

**Next Meeting:** Monday, September 27, 2004  
3:00pm - President's Conference Room  
Sheridan Hall 306

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## I. Announcements

- Meeting called to order at 3:05 p.m. by Dr. Chris Crawford.
- Agenda and other supporting documents were distributed.
- Introductions were made for the benefit of new members of the committee.

## II. Status Update/News

- **Systems Portfolio:** The systems portfolio is completed on a three-year cycle, and last year the systems portfolio was completed for FHSU. It is in the final stage of review at this time. Chris gave a brief explanation of AQIP and the overall appraisal process. He also pointed out that John Ross is a systems appraiser for AQIP.
- **Regents Performance Agreement:** The Regents Performance Agreement is another quality management process on campus. The Board of Regents require submission of the performance agreement. This committee can help implement strategies to align with the performance agreements. Chris explained that the institutional goals for the recently submitted performance agreement are set; however, minor revisions may still be made.
- **Annual Updates:** The annual report is due September 14, 2004.

The university has four action projects at this time. Three of the action projects will be removed from the list (#1, 2 & 4). This committee may

advise the university's strategic planning committee as to future action projects which projects should encompass on or more of the performance agreement goals as well as the AQIP 9 criteria.

### III. Tasks

- Sharing the AQIP message – your role: The Quality Champions committee serves as an advisory group for the AQIP process. Members of the committee are expected not only to be facilitators of data collection but also as “point” people for AQIP in their departments. The committee members should strive to help their department faculty and staff to better understand the AQIP process. This year the committee will work on an annual reporting process, tying together the college annual report and department annual report.
- Review new metrics document: Chris presented the AQIP quality criteria metrics document. The challenge for the committee is that more data is collected but there is not enough analysis and reflection of the data. Chris pointed out that the amount of data collection has been pared down in the metrics document. It is in semi-final form and awaiting final approval by Provost Gould.

There was discussion about how to connect strategic planning to AQIP and the performance agreement. The performance agreement will serve as a guide for action projects.

- KAQIP: This organization is a statewide AQIP users group. Ideally, the KAQIP members will share AQIP information of their respective universities. KAQIP also advocates a change in the Regents' performance agreements to include both processes and outcomes. Current performance agreements require outcomes, not processes. Committee members are invited to attend KAQIP meetings.
- MiniSWOT: Chris asked the committee to complete the MiniSWOT analysis and return it to him by September 7<sup>th</sup>.

Chris also informed the committee that AQIP training is available if anyone is interested in such training. Available trainings are listed on the AQIP website.

- NSSE/FSSE/HERI: There was discussion about how this committee should reflect on the results of the various survey evaluations completed: NSSE, FSSE, and HERI. Data has been collected; now it needs to be assessed and analyzed. NSSE (National Survey of Student Engagement) surveys are student-focused; FSSE (Faculty Survey of Student

Engagement) surveys are faculty-focused. HERI (Higher Education Research Institute) surveys are completed by faculty every three years.

#### **IV. Future Actions**

- There was discussion as to data analysis and developing a plan to analyze results of the various surveys and annual reporting data.
- Another challenge for the committee is to educate faculty and staff, university-wide, as to the AQIP process and how it affects their individual departments. Campus-wide forums were previously conducted. Chris has begun speaking to individual departments. Objectives of his meeting with individual departments are to educate faculty and staff on the AQIP process and what AQIP will do for their departments as well as helping them understand the correlation between performance agreements and AQIP.

#### **V. Adjourn**

- Meeting adjourned at 4:40 p.m.
- Next meeting will be on Monday, September 27th, at 3:00 p.m. in SH306.