Agenda for September 23, 2010

AQIP Meeting Notes

**In Attendance:** Robert Matthews, Clarence Jennings, Delores Deen, Amy Fugate, Chris Engle, Candace Perkins, Shelia Swyrtek, Terrence Stewart, Steve Robinson, Brian Ivory, Lori Hancock (Guest).

**Absent:** Sherry Weeder, Elizabeth Connelly, Scott Jenkins

1. **Informal Check-in**

2. **“What are you hearing around campus?”** – discussed Achieve the Dream project. Robert Matthews and Brian Ivory invited to ATD luncheon on Tuesday, September 28, 2010. Also, ATD will be a topic for the next Board of Trustees workshop and the next Faculty meeting.

3. **Communications** – reviewed 2010 Annual Update Submission sent on 9/14/2010. This document will be reviewed by an anonymous reviewer; feedback returned by the end of October / Early November.

4. **Goals for This Meeting:**

   A. **Finalize Project Charter** - made final revisions to the Project Charter.

   B. **Discuss Next Steps**

      i. **Share Project Charter with Sponsors to Confirm Support** – Amy will forward the Project Charter onto EC for approval.

      ii. **Define Current Situation:** Explored current state of readiness interventions and discipline/ incident occurrences at MCC. The goal of the next AQIP step (i.e., “define the current situation”) is to clearly determine the nature of the problem at MCC (e.g., what are the types of behavior that are of primary concern?). The team brainstormed “Artifacts to Collect” and “Information to Solicit” as a means of collecting information for upcoming meetings (see Attachment A).
iii. **Determine Tasks to be Completed Before Next Meeting** – Team volunteered for various tasks (see Attachment A).

5. **Set Next Meeting Time and Date** – October 14th, 3:30 – 5:00 pm.

6. **Adjournment** – meeting closed at 4:50 pm.

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Attachment A

Artifacts to Collect (who will assume this task):

- Current Student Code of Conduct (Delores Deen)
- Executive Summary of Registrar’s Office Incidents (Chris Engle)
- Memo from Dean Cusack to students involving classroom behavior (Brian Ivory)
- Executive Summary from Public Safety on Incidents (Robert Matthews)
- Survey to Faculty and Staff (to be developed at next meeting with help of Lori H); (note: need to reach PT/ADJ faculty essential)
- Presentation at Faculty Meeting (Brian Ivory will initiate)
- Health Sciences Civility Policy / External Policies (Candace Pickens)
- CPSC Policy on Technology (Brian Ivory)
- Faculty Civility Statements in Syllabi (Brian Ivory)
- Civility Statements from Other College (Candace Perkins)
- Executive Summary from Facilities/Maintenance re: Damage/Replacement Reports (Robert Matthews)
- ITS Student Use Policy (Shelia Swyrtek)
- Library Incident Reports (Brian Ivory)
- MMC Code of Conduct (Clarence Jennings)
- Athletics / Ballenger Incidents (Candace Perkins)

Info / Input to Find / Solicit (who will assume this task):

- Readiness Literature Review (Terrance Stewart)
- Association of Student Conduct (Chris Engle)
- Student Orientation Materials on Behavior (Brian Ivory)
- Behavioral Intervention Tools (Delores Deen)
- Life Skills Materials e.g., STRIVE (Robert Mathews)
- Workforce Development Intake Materials (Robert Matthews)
- Bridge/Cohort Programs (Clarence Jennings)