AQIP Student Pathways
Meeting Notes
September 17, 2013
3:00-4:30 p.m.

Attending: Lisa Novak (co-chair), Tom Saelens (co-chair), Scott Jenkins (sponsor), Regina Broomfield, Johanna Brown, Tammy Cummings, Philip Greenfield, Teri Hill, Josh Illian, Al Perry, Bob Rentschler, Steve Robinson (AQIP Liaison) Erin Shirey and Jason Slade.

Excused: Gail Bowman and Lisa Gonzalez-Gronauer were unable to attend due to other meetings.

1. Review of Committee Norms, Goals and Charge
   - Members should make every effort to attend scheduled meetings but if unable to attend it is not necessary to send a substitute.
   - Sponsor Scott Jenkins commended the group for progress made so far and offered his and Dr. Fugate’s support and availability to provide direction and assistance when needed. As an example, they could be helpful in facilitating contacts within other institutions, should the committee determine a need for external research. He encouraged the group to prioritize the work and not become overwhelmed with the enormity of the task. It is possible that some aspects of the project could be set aside for future consideration by other committees.
   - Steve Robinson reviewed the AQIP process and stated the draft charter is very close to being ready for presentation to EC. In terms of process, we are at the stage of drafting the action project charter and defining the current situation.
     After submitting the Charter to the Executive Cabinet for approval the next step in the AQIP process is to inventory the current situation. What initiatives are in place at Mott now? After that process the group can then investigate and formulate recommendations for improvement processes that may be needed.
   - There is no specific deadline for project completion required by AQIP. The goal of project completion by the end of the Winter Term is possible.

2. Meeting Schedule
   - Meetings will be scheduled monthly on the 3rd Tuesday, from 3-4:30p. Sherry will reserve ML 3012 for future meetings.

3. Draft Charter Finalization
   - The draft charter document was displayed on the overhead screen and the group began editing the document. The updated draft is provided as an attachment to this document.
   - Volunteers were asked to work on completing the draft at another meeting and provide the completed draft to the group for review at the next meeting.
   - Sherry will work with volunteers to find a meeting time and other committee members are welcome to attend the next writing session if available. Volunteers are: