

Degree Audit AQIP Team  
Meeting Minutes  
2/15/07

Present: Dolores Sharpe, Wendy LaCroix, Lori Wcisel, Gail Ives, Steve Robinson, Troy Boquette, Chris VonFintel, Jason Moehlman, John Tyler, Anne Gupton, Kelli Sproule  
Absent: David Schaff, Cheryl Bassett

Discussion centered on the needs for a full consultant's report. Lori Wcisel brought output samples from MSU's computerized degree audit. We agreed that we would like John Tyler to advise us on the preferred look of the evaluation report, since he is familiar with our website and WebAdvisor. We still need to assemble copies of the screens from Datatel clients who have customized screens. The group agreed that the output would reflect three elements; colors coordinated with existing MCC website, boxes around sections, and red and green checkmarks indicating completion status. Specific text will be worked out during implementation.

The work of the consultant will include requirement, sub-requirement, exceptions and prerequisite set-up (test scores, transfer equivalency and course completions), data entry, parameter set-up, output programming and assist with staff training using MCC Job Aids.

Dolores Sharpe said she and Amy Fugate are visiting Delta College on 3/1/07 and she will bring back a report on their implementation of DA including pros and cons.

The subject of job accountabilities came up and it was agreed that both the Academic Affairs area and the Student Services area would have to include language in job descriptions to reflect the implementation and ongoing work involved with DA. Additionally, the implementation team and the division staff (deans, coordinators) will have to be prepared to respond quickly to set-up questions as they arise. The group agreed that we would form an Implementation sub-committee and the larger team would provide oversight. Implementation members would include Chris VonFintel, Chris Engle, Dolores Sharpe, Linda Uren, Lori Wcisel, Anne Gupton and CASD team, IS/IR staff. Amy, Scott and Kelli will all have to discuss what is needed to ensure that resources are made available and the priority of the project is communicated to EC and to area staff. Jason pointed out that the slower we work, the more expensive the project will be.

Steve discussed the request to team leaders that they be working to assemble and maintain documentation for both our annual report to the HLC (due end of summer) and for the team web page. All team members need to keep notes on their work on the project. We will have to respond to the following five questions for the HLC report:  
**1. DESCRIBE THE PAST YEAR'S ACCOMPLISHMENTS AND THE CURRENT STATUS OF THIS ACTION PROJECT.**

Describe concrete achievements: meetings, data gathered and analyzed, plans made or implemented, changes in processes, and measured results. If you haven't made much progress, explain why you think things are moving slower than planned.

**2. DESCRIBE HOW THE INSTITUTION INVOLVED PEOPLE IN WORK ON THIS ACTION PROJECT.**

AQIP wants Information about motivation and communication: how you kept this Project on the institution's priority list, how you maintained general awareness of the importance and progress of the Project, and how you kept those working on it directly active and motivated.

**3. DESCRIBE YOUR PLANNED NEXT STEPS FOR THIS ACTION PROJECT.**

Be specific about the next critical steps you are planning to move the Action Project ahead. If your planning is vague or there is no planning at this point, explain why.

Describe any "effective practice(s)" that resulted from your work on this Action Project.

Share practices (or processes, policies, procedures, or initiatives) that could be adopted or adapted at other institutions. AQIP is most interested in practices that would give value (better educational services, cost-savings, improved morale, more satisfied stakeholders, etc.) to another institution if they copied your innovation. If you believe that your work on this Project has little or no value for other institutions, explain why.

**4. WHAT CHALLENGES, IF ANY, ARE YOU STILL FACING IN REGARDS TO THIS ACTION PROJECT?**

This is an opportunity to get constructive, actionable feedback and advice from our review process. Use this question to specify where your blocks, gaps, sticking points, or problems are. If you have already fashioned strategies to deal with any challenge you face, share both the challenge and your strategy for meeting it.

**5. THE OPTIONAL QUESTION:**

If you would like to discuss the possibility of AQIP providing you help to stimulate progress on this action project, explain your need(s), and tell us who to contact and when?

Next steps include:

Jason sends out consultants bid to team

Team review of bid

Finalize Implementation Team members

Discussion of the 5 questions for the HLC report

Calendar planning

Next meeting is February 22<sup>nd</sup>, 11 a.m. in CM1117j. Bring calendars to work on timeline.