

## AQIP Professional Development Team Leader Meeting

Date: Thursday, September 21, 2006  
Time: 1:30 p.m.  
Location: CM 1117P  
Attendees: S. Bradish, G. Ives, L. Koehler, B. Reich, K. Schamanek  
Absent: M. Rueterbusch

---

1. Discussed additional team members. Per Gail, some additional people from the list created by Steve and the team have been added to the 9/29/06 training by Carol Tyler. Gail will notify the team of who was selected and invited from the list to attend.
2. Determined regular meeting dates/times. The team will meet every third Thursday from 1:30 p.m. to 3:00 p.m. Meetings will take place in CM 1117P. Larry will reserve the meeting space for us.
3. Discussed chairperson role.
  - Larry – facilitator
  - Kate – administrative tasks
  - Sherry – subject matter expert
  - Bill – subject matter expert
  - Melissa – subject matter expert
4. Discussed next steps. Attend training on 9/29, and then the team will have some sense of our team membership, working time, and some basic CQI tools and methods. Then the team can get started.
5. Gail provided some tips:
  - Have dates and deadlines in mind for project tasks
  - Keep the scope of your work tight and specifically defined
  - Suggested thinking about the categories of information that we will need to do our work (such as budget info, current activities, etc.); take these ideas to the training on 9/29.
6. Discussed some ideas for research that may need to be conducted.
  - What are professional development activities that are currently occurring throughout the College?
  - What are the resources available?
  - What is the budget for professional development?
    - a. Discussed access to budget data. Per Gail, we can request budget data and Accounting should be able to help us compile it.
7. Gail showed the team the binder that contained the original historical documents related to our project.
8. Gail, Steve, and Matt Pakula are available to provide support for the teams. We should copy all three of them on all correspondence. Either Gail or Steve will attend our team meetings (unless we request that they don't).
9. Gail discussed the AQIP shared calendar that has all standing AQIP meetings on it. Gail can put items on calendar for us.

10. We will soon be able to maintain team related information on the website such as notes, minutes, agendas, data, etc. The Webmaster is available to us as a resource if we need him.

**Action Items:**

- Larry to reserve meeting space.
- Gail will notify the team of who was selected and invited from the list to attend.
- Team to think about the categories of information that we will need to do our work and take these ideas to the training on 9/29.

**Next Meeting:**

Thursday, October 19, 2006 at 1:30 p.m. in CM 1117P