Higher Learning Commission KQIP Steering Committee Meeting
Minutes – December 10, 2007 – 3:00 – 4:30 PM

Campus wide progress on each HLC/KQIP Action Project was discussed and constructed by the group based upon individual report summaries from various Kirkwood Futures Initiative subcommittees and other departmental activities with a focus upon the following questions. Per project:

1. Describe concretely your achievements: meetings, data gathered/analyzed, plans made/implemented, changes in processes, measured results. If you are not making desired progress, state clearly and honestly why things are moving slower than desired?

2. Describe how you are maintaining general awareness, importance, and progress on the project. State how you keep those working on the project directly active and motivated.

3. Identify specifically who, what, when, how, and why you are taking the next critical steps to move each project ahead. If your planning is vague or non-existent, explain why.

4. What effective practices (or processes, policies, procedures, or initiatives) are you willing to share at the next HLC Annual Meeting? If you believe that your project work has little or no value for other institutions, explain why?

5. Identify specific blocks, gaps, sticking points, or problems you are facing. Tell us the strategies you have fashioned to deal with any challenge you face, stating both the challenge and your strategy for overcoming it.

Action Project #1: Increase cross-departmental collaboration through use of data and technology with the focus of improving student learning. The following achievements were discussed regarding progress on this action project:

a) New program review process being piloted by the Agriculture Department
b) New Instruction Branch reports (i.e. program data, loading report, enrollment statistics)
c) Process improvements in the area of Student Satisfaction and Graduate Follow-Up Surveys
d) Exploration of web-based data analysis tools (i.e. i-Strategies)
e) Potential implementation of an individual web portal for each employee (i.e. Active Campus)

Action Project #2: Increase personalization through improved orientation, advisement, and placement processes. The following achievements were discussed regarding progress on this action project:

a) Implementation of e-Advising
b) Examination of data (Community College Survey of Student Engagement, Satisfaction Surveys) to inform the design of these personalization processes
c) Demonstration of Early Alert Retention software
d) Articulation/transfer agreement between Kirkwood and Iowa State University

It was decided to create a single access point for various campus studies, reports, etc. related to these topics. A data and report site will be set up within the Institutional Effectiveness web site.
**Action Project #3: Increase discipline and job-specific learning opportunities for all employees.** The following achievements were discussed regarding progress on this action project:

a) Reviewed Fall, 2007 single session KCELT attendance data from technology and non-technology classes  
b) Discussed campus-wide training model and its design for technology-related projects (i.e. e-mail, Word 2007, etc.)  
c) Information was disseminated to the group on the Higher Learning Commission’s Annual Meeting to be held in Chicago from April 11-15, 2008 at the Hyatt Regency.

Contacting Continuing Education personnel to learn how they conduct client learning needs assessments was discussed as a way to refine KCELT programs and offerings.

Based upon the above updates and status reports the committee addressed the following overall question: **What improvement actions must be taken next?** (to deal with sticking points or problems)

It was decided that faculty and staff must be provided a clear update on all project progress at the upcoming Martin Luther King Day via a continuously running Power Point and related written materials. In addition, ongoing communications per e-Tempo, Mick’s Memo, and web site need to be strategically planned so that continuous updates are made available. Other ideas considered: Use of Second Life

Future meetings will focus upon the identification of specific artifacts and data that can be included in the end-of-year report to the Higher Learning Commission as well as begin considering critical components of the College’s Systems Portfolio.

Meeting adjourned at 4:30 PM

**Next Meeting:** March 31, 2008