Introductions
Dr. Unger introduced new Steering Committee member, Tom Perin who is the Management Analyst/Planner replacing Tom Horrall who has moved to Business Affairs. Members of the Committee introduced themselves.

AQIP
Dr. Unger had a PowerPoint presentation on the Academic Quality Improvement Program (AQIP), and shared handouts of the presentation with the group. The presentation focused on the College’s AQIP initiative as well as how Process Management fits into AQIP.

Dr. Unger mentioned that the College has until March 1, 2007 to get an AQIP website up and running and that the Action Projects will be included on the website. Through the Action Projects, the College needs to show change at the institution as well as evidence of change. There will be three large Action Projects: 1) Assessment of Student Learning; 2) Student Retention and Implementation of the First Year Experience; 3) Technology. There will be many subprojects that will fall under the three Action Projects, and this is where Process Management teams will be utilized.

“Train the Trainer”
Stan Jensen mentioned that it would be appropriate for the College to begin to “Train the Trainers” in Fall 2007 and that the Steering Committee will need to decide how those trainers should be chosen.

Implementation/Progress Reports
Search Committee Training – Connie Buhr mentioned that Human Resources is moving forward to implement this team’s recommendations.
Part-time Faculty Training (Fall 2005) – Sarah Metzger stated that this team has met with Stan and is preparing to survey.
Culture Team – Sarah Metzger reported that this team will launch their survey on/about January 29 and expects to report to the Steering Committee in March/April.
Communications Team – Sarah Metzger stated that the team has implemented some recommendations and needs to reconvene now that the Team Leader has left the College.
Student Recruitment – Gail McCain reported that implementation was heavily dependent on two team members in Enrollment Services, both of whom have been out on maternity leave. Now that they are back the team is regrouping.
Co-ops – Bill Schmoeckel reported that there had been an exchange of emails between Dr. Adams and the team. The team had a mixed response to the Steering Committee’s request due to the complexity of the issues involved, but they will continue.
Mentoring – Ruby White reported that the team has needed to put some things on hold due to events in others’ areas.

Other
Discussion ensued regarding the amount of time necessary for team members to devote to their team during the first semester and subsequently. It is important to keep communicating that the team’s commitment does not end when they make their recommendations to the Steering Committee. Steps 5-7 are critical: 5) Implement improvement theory and study the results; 6) Engraft improvements into system; 7) Plan for more continuous improvement.

Dr. Unger stated that the College needs to explore the issue of providing funding for Process Management initiatives, and this will go to President’s Cabinet for discussion.

Stan Jensen will call previous teams to set up meetings to discuss implementing recommendations and measuring results.

Meeting Schedule
Meetings will be held on Thursdays at 2:00 pm, as follows:

February 22, in Toledo – Location TBD
March 22, potentially in Findlay
April 19, potentially in Toledo

Ms. Metzger will work on locations and will notify Steering Committee members once those are set.