

AQIP Steering Team Charter

Blackhawk Technical College Janesville, Wisconsin

The Office of the College President sanctions the Blackhawk Technical College AQIP Steering Team. Team members serve at the request of the College President who will appoint new members. Every attempt will be made to balance team membership between and among college constituencies.

- Vision:** Creating a culture of continuous improvement.
- Mission:** Providing leadership to the college on AQIP issues, policies, practices, and process improvement.
- Responsibilities:** Offering advice and counsel regarding AQIP to the College President and council members.
- Selecting and overseeing current and new AQIP Action Projects.
- Developing strategies to create and to maintain the college's AQIP Systems Portfolio.
- Encouraging and supporting continuous improvement at the college.
- Communicating AQIP initiatives throughout the college and the community.
- Ensuring the college's compliance with the Higher Learning Commission.
- Membership:** Members will be appointed by the College President to three (3) year terms; initial members will be appointed for additional one (1), or two (2), or three (3) year terms.
- Membership will be staggered so that no more than 50% of the team will be new in any given year.
- No member may serve more than two (2) consecutive terms.
- The team will consist of no more than ten (10) and no fewer than seven (7) members (not including the non-voting members).
- Meetings:** The steering team will meet a minimum of four (4) times per year.
- Minutes of the team meetings will be posted on the College Intranet.
- Staffing:** The Vice President of Learning will serve as liaison, representing the President's Council.
- A Student Government Association representative will serve as liaison, representing the student body.
- The college's two AQIP coordinators will serve as non-voting members.
- Leadership:** The team will select co-chairs from its ranks to serve for a minimum of one (1) year.