The Coordinating Group:
• Will consist of members listed above,
• Will meet monthly with Chairs of working groups,
• Will attend the Strategy Forums (and other AQIP sponsored programs as appropriate),
• Has overall responsibility for coordinating activities and ensuring that Action Projects are on track,
• Has overall responsibility for ensuring update of Systems Portfolio in response to feedback, and
• Will work with Vice-Chancellor of Academic Affairs to prepare for Quality Check-up and Reaffirmation of Accreditation.

Category Chairs:
• Will have overall responsibility for delivery of work to Coordinating Committee and
• Will send copies and or reports of work to the Coordinating Committee via Cynthia O’Dell and John Novak as work is proceeding

Category Working Groups:
• Will consist of Chairs and approximately 3 other faculty/staff (or combination; whichever is appropriate to the category),
• Have responsibility for developing a plan for addressing Systems Portfolio feedback for their respective category, and
• Will update the 2011 Living Portfolio in preparation for submission to AQIP in November 2013, and
• Will add additional material as needed to their section to best represent the state of IU Northwest’s quality improvement efforts
• Will ensure that the appropriate Criterion for Accreditation are addressed in their Categories
• Will develop a mechanism to address each of the following for their work:
  • Process
  • Documentation
  • Way of measuring the effectiveness of process(es) addressed.