SCC AQIP Steering Committee  
March 14, 2012

Attending: Rochelle Ament, Ramona Beiswanger, Dena Colemer, Beth Danberry, Brian Fors, Nancy Genelin, Jane Greathouse, Jeff Miller, Wayne Whitmore, and Doug Yentsch  
Excused Absence: Terry Meschke

Approval of Minutes/February 22, 2012  
**MOTION:** Beth Danberry  
**SECOND:** Ramona Beiswanger/Pass Unanimously

**Topics for today:**
- Ground Rules of Committee  
- 2012-2013 Chair  
- Assignments  
- AQIP Job Description  
- AQIP Application

**Ground Rules:** Jane explained that it’s important for the Steering Committee set some ground rules or expectations for members to abide by.
- Stay on task/follow agenda, but realize that things do come up that may take presence of what is on agenda  
- Come prepared to participate  
- Agenda out in enough time to prepare – 1-week in advance  
- Start and End on time  
- Do not do other work during meeting – stay in the conversation, no side bars  
- Maintaining good ITv practice (i.e., speak loud and clear)  
- Be respectful of others talking, let them finish their thought

**2012-2013 Steering Committee Chair:** The chair is an appointment made by President Stover.  
Good leadership role (enhance career opportunities)  
- Could pull Chair from AQIP Steering Committee (Faculty person, most faculty think of AQIP as faculty) release time up to 50% (remember there is a learning curve)  
- Works well with AQIP Steering Committee and AQIP Coordinator  
- Chair works with AQIP Steering Committee to move forward/keep on task, can grasp the need to push group (this is not the job of the Coordinator), needs strong communication skills  
- Have background knowledge (AQIP model for SCC)  
- Professional level staff to group, to keep progress  
- Rotate every 3-yrs.  

**Steps:**
- Nancy will send out email to faculty with description of Chair’s duties (will work on job description and send Nancy). Move forward quickly so Chair can attend HLC Conference in Chicago (Airfare approved by Nancy)  
- Suggested names to be sent to Carol, who will pass on to President Stover for his selection  
- Any suggestions from Steering Committee, pass along to Nancy or Jane, they will follow-up with suggested person
**Designated Assignments:** Jane identified a number of initiatives that the Steering Committee will need to get started.
- By-Laws: Dena Colemer and Terry Meschke
- Website & Other Communication Strategies: Beth Danberry/Jeff Miller/Wayne Whitmore
- AQIP Coordinator Job Description: Ramona Beiswanger/Dena Colemer
- AQIP Committee Chair and Member Roles and Responsibilities: Rochelle Ament/Dena Colemer/Doug Yentsch

**AQIP Application:**
- Application submitted electronically – 8-20 pages
  - Independent review (5-reviewers)
  - Phone conference
- Evidence – HLC Self-Study and Review Teams’ Reports (Review Team comments, use their language)
- Diversity – Implementing the plan, Brian indicated this is in progress, progress report due to HLC July 1, 2012
- New Criteria – Changes in May…main categories should stay the same, wording may change a bit
- Administering survey to SCC employees
  - Workshop (fall/summer staff meeting)

**Application Designated Assignments:**
- Question 1: Nancy Genelin
- Question 2: Brian Fors/Jane Greathouse
- Question 3: Rochelle Ament/Beth Danberry/Ramona Beiswanger
- Question 4: Wayne Whitmore
- Question 5: Jeff Miller/Doug Yentsch
- Question 6: Jane Greathouse
- Question 7: Dena Colemer

Application does not need to be completed by May 1st, only a plan needs to be in place. If possible, email a draft of your assignment and application question section to Jane Greathouse before the March 28th meeting for discussion.

**Other Discussion:**
- Meeting times over summer – have not currently planned

**Next Meeting:** March 28, 2012

**Adjourned:** 9:40 a.m.

Minutes by Julie Joerg