 SCC AQIP Steering Committee
April 11, 2012

Attending: Terry Meschke, Wayne Whitmore, Rochelle Ament, Ramona Beiswanger, Beth Danberry, Doug Yentsch, Jeff Miller, Jane Greathouse, Nancy Genelin, Brian Fors, and Dena Colemer
Excused: None

Jane called the meeting to order.

Approval of Minutes from meeting on February 28, 2012
Motion to approve with chair – table typo correction: Ramona Beiswanger
Motion seconded: Rochelle Ament
Passed Unanimously

Announcement: At the conference we learned the college will NOT be required to apply for entrance into the AQIP Pathway at this time. Given HLC’s implementation of the Open Pathway, all institutions will receive a letter this summer indicating which of the three pathways (AQIP, OPEN, or Standard) that the college is eligible to participate in for their future accreditation. At that time we will be given directions for submitting our choice of pathways.

AQIP Website: Wayne has been working on improvements and updates to the previous PEAQ/Accreditation website pages. We discussed our need to NOT identify ourselves as AQIP until we are approved. At this time we will hide the Resource Room documents, use the HLC logo instead of AQIP’s, and re-implement an accreditation presence on the college’s home page. Brian agreed to review the website prior to its release.

Not having to submit an application gives us a chance to process what we learned at the AQIP Colloquium and HLC Conference. Jane requested that each member share things that he/she learned.

Student retention:
Know what your rate is and seek to have a good one.

Assessment:
You have to make changes based on your assessment results
HLC will no longer overlook a college’s assessment performance because they are part of the Assessment Academy.
The focus is program assessment not classroom assessment.
Not just for academic programs.
HLC is getting pressure from the US Department of Education therefore there will be much tighter accountability around assessment.
At SCC: assessment needs more support/teeth, we need more institutional assessment, but the Technical Skills Assessment initiative will help programs.
Training:
Project management training would be useful for many if not all as we proceed.

- For action projects leaders, members, folks who handle budgets, grants or run committees
- Certified – National Course – CBI
- Topics – grant management, budgeting, management/leadership skills, reporting, time management, grant charting, facilitation skills, engagement, preparation, reporting out

Need a kick off “institute.”
Getting campus involved

- Workshop
- Campus Engagement/Event

Resources:
Software to collect data & information – Google Doc, Dropbox, MS One Note
Tom Kammer teaches LEAN and has AQIP experience.
Strategic Plan in place and ready to develop the next one—great tie into Strategy Forum
AQIP provides a structure and vocabulary for our quality initiatives.
What? So what? Now what?

System Portfolio:
Identify which committees can answer System Portfolio questions. Create matrix which ties a committee to particular HLC and AQIP criteria. At each committee meeting ask the following questions and put the responses in the minutes:
1. What quality initiatives did we address?
2. What processes are we improving?
3. What data did we look at?
Start Right Away? Don’t wait; it takes time to pull together.
New version coming out in July.
Will require an answer for all questions.
Formative – Report to improve...fix
2nd Portfolio is much easier for colleges.
Distribute comments from feedback.

Action Teams/Projects:
Create a process for selecting Action Team Projects. Some things don’t warrant Action Teams.
Replicate & duplicate. Build on the work of other teams.
Be very specific/defined
How to design/strategy forum will help
Accept project ideas on an ongoing basis (i.e., online submissions)
Create a rubric for evaluating
Anyone can submit and idea
Involve external stakeholders
What do we do every day to improve?
Never use “Because we’ve always done it”
Chance to get involved.
Take this serious.

**Bylaws questions:**
1. Is a 3 year appointment for our AQIP Chair problematic with the timelines for Systems Portfolio submission during year four?
2. Do we have holes in our membership on the Steering Committee such as the Vice President of Finance and Operations, Human Resources, Unions, Students?
3. Can we get a forum discussion on AQIP website?

It is important to build next Strategic Plan while gathering data/information for the Strategy Forum.
Don’t build a separate “siló”.

**Assurance – Systems Portfolio:**

1. Program assessment – changes expected
2. Service areas will need to assess
3. Expectations about retention numbers
4. Stricter expectations

**General:**
Pathways is not easier than AQIP. Quality is an expectation for the Open Pathway also.
Some schools use existing committees and data. We don’t have to call it AQIP.
Avoid committee exhaustion.
Assessment and quality initiatives need to involve and communicate with program Advisory Committees.
HLC receiving pressure from US Department of Education requiring more reporting and approvals on certificate level programming, distance education, locations, etc. It is very important to have consistent reporting between the two organizations.

Meeting adjourned.