South Central College
AQIP Steering Committee

November 5, 2012  10:00 a.m. – 11:30 a.m.
NM Campus – E 130, FB Campus C37

Meeting Minutes

Meeting logistics: Members Present:  Terry, Karen, Alex, Dena, Ramona, Cassy, Jane, Nancy, Rochelle, Beth, Kaycie
Members Absent:  Wayne, Jeff

Approval of minutes: Beth moved and Jane seconded motion approved unanimously

Updates: Jeff Miller has resigned from the committee. Dave Hammitt will serve as his replacement and will start attending meetings in January.

Brand/Logo Contest: Voting for the tagline closes today, Nov 6, at Noon. The winner will be announced soon. The logo contest will be announced today or tomorrow. The criteria for the logo contest are:
Logo must be original work. It can be hand drawn or electronic format. Submissions are to be sent to the AQIP email or to the AQIP mailbox by December 19. If necessary the submissions will be limited to 10 and then voted on by the general population in January.

December 4 Poster Session:
The poster session has been moved to February 5th from 10:00am-1:00pm on both campuses. This event will be the AQIP kick off and unveiling of the logo. Potential poster session topics include:
- What is an action team?
- Student roles in AQIP?
- What is AQIP?
- Action projects and relationship/connection to Strategic Plan
- What is a Systems Portfolio?
The list of poster session topics will be narrowed to 4-5 to maximize effectiveness.
Beth asked what about an unveiling to the general public about AQIP. Dena suggested that we seek out the expertise of Ann Anderson for the best form/type of communication strategies we should pursue with our external stakeholders.
Training Schedule:
No needed updates in this area.

January In-service
The committee determined that we would like 30 min-1 hour of time at the January In-service. A sub-committee of Donna, Jane, Cassy, Ramona, and Dena will meet with work on the script/outline for a video to be presented at the In-Service. The video will be news cast/Jay-walking style asking people and “plants” key training topic questions regarding AQIP. This group will report at the Dec. 4th meeting.

Wrap Up:
• The December 18th meeting will convene as scheduled. The idea of cancelling this meeting will be discussed at the Dec. 4th AQIP meeting
• Nancy shared that the “3 questions” at the end of each campus committee meeting was shared with various groups. Shared Governance will explore this notion for future meetings, as will Academic Affairs Council and the Student Engagement Committee.

Adjourn