South Central College
AQIP Steering Committee

December 4, 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, Donna
Members Absent: Wayne, Rochelle

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

Brand/Logo Contest: We have received 6 submissions for the logo contest so far – from staff, faculty and students. The logo submissions will continue through December 19.

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.

HLC Meeting:
Dena asked if any of the AQIP steering committee members were interested in attending the HLC meeting April 5 – 9. If you are interested and available to attend, please email Dena. President Stover would like to send a smaller group from SCC this year but Dena feels it is very important for the steering committee to be comfortable with the AQIP model.

Charter and Bylaws:
Kaycie inserted the text from our original bylaws into the Charter and Bylaws template adopted by SCC. Dena suggested a small change to indicate that the AQIP Steering Committee is an institutional committee reporting to the President and the college. She also suggested a change to page 5 e – Post and distribute minutes...so we knew the minutes would be posted to the website. After discussion, it was decided that the chair would disseminate minutes.
Motion to approve the new charter and bylaws document by Jane, second by Beth. Motion carried.

January In-service
We discussed the video at length and reviewed the proposed script. We cast the following:

News Anchors - Alex and Cassy
AQIP Expert – Doug
Roving Reporters – Terry and Donna

Jane will be writing up the material to answer “what is continuous quality improvement”, Kaycie will be writing up the material for “what is an Strategy Forum?” and “what is an Action Project?” Writing needs to be done by Friday December 7 so filming can take place the next week.

Wrap Up – Three Questions:

1) What quality improvement activities did we address? Training and communication through our upcoming video presentation.
2) Did we improve any processes based on our decisions? We modified our bylaws and charter to meet the needs of the college.
3) What data did we use? No specific data was needed for this week.

Adjourn