Meeting Minutes

Meeting logistics: Members Present: Ramona, Dena, Kaycie, Donna, Doug, Beth, Wayne, Jane, Karen, Terry, and Nancy

Members Absent: Rochelle, Cassandra, Alex

Approval of minutes: Doug moved to approve the minutes and Terry seconded. The minutes were approved.

Updates:
- Dena reminded members to let her know by the end of the day on December 19th if they are interested in attending the HLC annual spring conference (April 5th-9th).
- Kaycie discussed final changes to the draft bylaws. Changes included a maximum of 15 members on the committee, indicating there may be 1 or 2 students on the committee, moving the Dean of Academic Affairs to a rotating position, altering the rotation schedule to include 2 year terms for students and allow the Dean position to rotate out in 2013-14, and changing the language around the discussion of the rotation schedule.
- Wayne reported that he followed up with Steve regarding the posting of meeting minutes. He and Kaycie will coordinate to make sure minutes are posted via the common minutes link from the faculty/staff page and will be linked via the AQIP webpage.

January in-service planning: Ramona discussed details of the video and that the length of the video would be about 35 minutes. This will fill the 60 minute time slot available to us during the January faculty in-service well. In addition to the video, there will be a Q&A to fill the remaining time. One question will be planted to kick off the Q&A: How do Action Projects impact my role at the school? The committee agreed to research action projects via the HLC website to determine an action project that might impact/influence their job duties at SCC. Members will email these example action
projects to Ramona ASAP so that she can prepare a slide representing the projects. Roving reporters Wayne and Donna will field questions during the Q&A.

Voting for logos was also discussed. During the January in-service, logos will be on display. Ramona and Kaycie will coordinate to discuss having some of the logos pre-designed for consistency among the choices. Voting for logos will occur at the January Faculty/Staff meeting and during Welcome Week.

Finally, it was determined that the committee will not be responsible for conducting a breakout session on day 2 of the January faculty in-service.

**February 5th poster session planning:** The committee discussed topics for the poster session. The following list details poster topics and those committee members responsible for creating the posters:

1) Logo/tagline - Ramona
2) What is AQIP/ Principles of High Performance Institutions – Kaycie
3) What is Continuous Improvement and the language SCC will use to discuss Continuous Quality Improvement – Beth and Wayne
4) How are Action Projects determined, Strategy Forums, links to Strategic Plan, other avenues of faculty/staff/student input into the process – Dena
5) How do you get involved (ways for students, faculty, staff to become involved with AQIP) – Ramona and Donna (with feedback from Cassie and Alex)
6) 7 year timeline and systems portfolio – Jane and Nancy

Ramona and Kaycie will coordinate to have a poster template made for members who are charged with creating posters. In the meantime, members will gather content for the posters. Draft posters will be brought to the January 15th AQIP meeting.

The poster session will be held concurrently on the North Mankato and Faribault campuses. The sessions will be located outside of the conference rooms at the North Mankato campus and in the main hallway of the Faribault campus. We need to determine committee members willing to run the poster session on the Faribault campus. We will finalize a list at the next AQIP meeting. Members available to work at the poster session on the Faribault campus should email Kaycie.

**Wrap up:** Quality Improvement actions taken during the meeting included discussion of the rotation schedule, training, goals setting. Processes improved were the rotation schedule and poster design. No data was used for decision-making during the meeting.
Agenda items for the next meeting include the Feb 5th poster session and a discussion of an action list for the committee through May 2013 (e.g. systems portfolio, data collection, strategy forum prep, etc.).

Adjourn