South Central College
AQIP Steering Committee

January 15, 2013  10:00 a.m. – 11:30 a.m.
NM Campus –PCR3, FB Campus ACR

Meeting Minutes

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

Members Absent:  Rochelle, Alex, Donna

Agenda item addition:  Rotation List

Approval of minutes:  Wayne moved to approve the minutes and Beth seconded. The minutes were approved.

Logo Contest:  Faculty, staff and students can vote on the logo during Welcome Week, January 22 through 25 at both campus locations. A notice will be sent college wide by email to encourage participation.

Rotation List:  It is time for one faculty member to rotate out at the end of the year, Doug volunteered to rotate out and the committee will encourage a new faculty member to be from the STEM area. 14-15 Rotation cycle: Wayne will rotate out and 2 staff that will consist of Beth and Terri. 15-16 Rotation cycle: Dave will rotate out and one student.

HLC Conference:  Deana presented a scenario of who should and should not attend; it will consist of 7-8 individuals. Deana suggested that we should commit members for the next conference attendance as well. Plans are to attend both the pre-conference and regular conference that will run April 5-9, 2013.

February 5th poster session planning: The committee members are to send their poster content to Kaycie and Kaycie will coordinate the creation of the posters.

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. Members volunteered to run the sessions on both campuses.
Wrap up: Quality Improvement actions taken during the meeting included discussion of the rotation schedule, communication of why AQIP is important training, critique of posters. Processes improved were the poster design and content, communication about AQIP, improvement on committee process. Data was used for decision-making during the meeting consisted of the HLC website and HLC conference priority list requirements.

Agenda items for the next meeting include the Roadmap.

Adjourn