South Central College
AQIP Steering Committee
March 5, 2013 10:00 a.m. – 11:30 a.m.
NM Campus –PCR3, FB Campus ACR

Meeting Minutes

Members Attending: Rochelle Ament, Wayne Whitmore, Nancy Genelin, Ramona Beiswanger,
Jane Greathouse, Kaycie Lawson, Terry Meschke, Beth Danberry

Members Absent: Doug Yentsch, Dena Colemer, Dave Hammitt, Alex Miller, Cassie Guyer,
Karen Snorek

Approval of Minutes: Kaycie moved to approve minutes of last meeting and Rochelle seconded.
The minutes were approved.

Agenda item additions: No additional items.

April Workshop discussion: AQIP timeslots are 9:30 – 11:30, with 4 20-minutes sessions (no
breaks between sessions); rooms reserved are E119, E121, E123 and the Conference Center.
Laurel will break out the employees. Lunch is scheduled for 11:30 in Heritage Hall. Our session
topics likely include:

- Program Management – Normandale reps (Dena is organizing)
- Tom Kammer – Quality Improvement & AQIP. Ramona will invite Tom to the next AQIP
  Steering Committee meeting to discuss how we would like him to present QI within the
  AQIP framework. We also discussed asking Tom to hold an 8-hour training/retreat with
  the steering committee in August.
- MnQIP Panel (Kaycie is organizing) – much discussion around this session. Looking to
  invite an admin, faculty and staff person from Rochester to share their AQIP experience.
  Backup plan is Action Teams/beach ball idea if MnQIP panel does not work out.
- Strategic Planning and how it links to AQIP

Laurel would like is to let her know if any of our breakout sessions are using handouts. Her staff
will assist in getting the handouts distributed.

Assignments:

- Donna – facilities helper – extra chairs, tables, equipment, etc.
- Wayne, Rochelle – Decide the duties of Guides/hosts – ie: introduce speakers,
timekeepers, guide guests around campus, to rooms, etc.
- Track participation – HR will be tracking on sign-in sheets
• Hallway herders – Ramona will ask HR for help getting people into rooms
• Session Evaluations – Beth & Kaycie will develop. Get info from presenters on their session content to assist in the development of the evaluations.
• Pictures for marketing – Ramona will ask Steve P for help with this

**Systems Portfolio:** Kaycie and Jane shared their experiences/perspectives on what has worked and not worked in creating a self-study document.
Used criterion committees, where each had a writer. This lead to a lot of inconsistencies and a lot of post-editing. Should have given a very structured guide for committees to work from. Liked the structure of the committees in that they had both faculty and students with a writer. Had a committee for hosting and for the resource room. Should have started with a steering committee. Teams should not be too big – less than 12, or it leads to “social loafing”. Guided work is better. Resource room is challenging – it should be done ahead of the writing. We need to start working on it now! Naming conventions, file layout, web structure, etc. Take what we had for HLC and go from there. We need to provide evidence to back up what we say.

Discussed roles, chairs of committees, committee structure.

**GOAL of AQIP steering committee:** have some structure for the Systems Portfolio in place before fall semester.

Resource Room: Kaycie and Jane will begin mapping out a structure for it. Jane is interested in staying on a resource room committee after she leaves the AQIP steering committee.

Kaycie and Ramona will draw the name for the “logo winner” from all the people who submitted logo designs (except for committee members) and announce it in the Connection.

**3 AQIP Questions:** Quality Improvement activities we addressed include the portfolio discussion and training. Processes improved based on our discussion included bringing in Tom Kammer for training and portfolio planning. Data used include personal testimonials from Kaycie and Jane.