South Central College  
AQIP Steering Committee  
March 19, 2013 10:00 a.m. – 11:30 a.m.  
NM Campus –PCR3, FB Campus ACR  

Meeting Minutes  

Present: Wayne Whitmore, Karen Snorek, Kaycie Lawson, Dena Colemer, Beth Danberry, Nancy Genelin, Rochelle Ament, Cassie Blugiewicz, President Keith Stover, Donna Marzolf, and Doug Yentsch  

Absent: Jane Greathouse (ill) and Dave Hammett (class)  

Minutes: Kaycie Lawson made motion to approve. Second was by Rochelle Ament. Minutes were voted on and approved.  

Logo: Have to decide who winner is... Cassandra Labairon won. Will have photo op with her during presentation of the award.  

Other updates: none.  

April Workshop: Finalizing details... Project management, AQIP information, and MNQUIP  

1) MNQUIP Panel Discussion: Kaycie Lawson- Should focus on just one institution (Rochester CTC). Contacted Dave Webber, but is conducting strategic planning, so he cannot attend. Christine Miller (head of IR) was contacted with no response as yet. Explained parameters to her via email. Third option- Michael Berndt from Normandale Community College. Others: Shaun Schroeder, Arlene Eliason, Brian Fors?  

Could Michael from NCC bring staff with him? He is planning on this. If no response from RCTC within two days, we will go with NCC.  

Volunteers for back-up plan? Action Teams session. Wayne Whitmore and Ramona Bieswanger volunteered to work on back-up plan. Will start on Monday if no other option.
Kaycie Lawson: if we do have a panel, she likely will not be there. Someone will have to greet them at the front door. Should we have a relaxation room for our guests?

2) Project Management: Conference call w/ NCC. Ongoing project management training at NCC. Also at other colleges. Annie from NCC will be providing training on Project management on the workshop day. Copies and such will be made in advance.

Laural’s HR request: biography of speaker and what session will be about.

3) Quality Improvement: Tom Kammer will be doing the training over four sessions. He understands parameters around time crunch. Meeting tomorrow with Tom Kammer being held to discuss session. Donna Marzolf, Dena Colemer, and Ramona Beiswanger will be meeting with him to tie down details.

No questions from anyone. Rooms E119, E121, E123, and Conference Center are reserved currently. HR will be tracking sign-in sheets and corralling people into the rooms. Division into rooms will be alphabetical. Beth Danberry and Kaycie Lawson are working on evaluations. Wayne Whitmore and Rochelle Ament are working on checklist for guides. Steve Pottenger referred us to Ann Anderson for pictures of the event.

Systems Portfolio: Should we get names for resource room committee? Jane Greathouse and Kaycie Lawson will meet to create an outline for systems portfolio. Things such as organization, etc. Also, looking for volunteers for this committee. Jane volunteered to be on the committee. Are we going to go electronic or paper copy for resource room? Electronic will be the way to go, as it is easier to update. The resource room will likely mirror the PEAQ resource room. Language changes have predicated this, as well as outdated information.

Steve Pottenger’s name was put forth. Johnna Horton’s name was put forth as well, but she is the chair of the Diversity Committee. Ramona volunteered, but she will be involved in every committee. Wayne put forth his name as well. Gale Bigbee’s name was put forth as well. AQIP Steering Committee members must chair subcommittees. Timeline? Should all be in place by our strategy forum. Doug questioned our rush to get this going. Rationale was provided by group members to Doug, including timeline. Wayne Whitmore volunteered to work with Steve Pottenger to get the framework set up and built. Dena volunteered to run the committee. Kaycie will also have her fingers in it as well. Mary Hutchens and/or Carol Freed should be involved as well.
Should the whole site be open to the public? How much? What needs to be protected? What is the administrative view? Go to NCC site and look at their portfolio of information.

**List of Potential Names:** Steve Pottenger, Carol Freed, Mary Hutchens. Johnna Horton, Gale Bigbee, Jane Greathouse, Wayne Whitmore, Kaycie Lawson, and Dena Colemer

**Process:** What is our process? Committees? No committees? How is work organized? Do you have projects or do you have committees? Are you done when the cycle is finished? Kaycie warns that we do not want to reinvent the wheel each and every time we change projects. It is not that much work; we should have a focused set of people involved with each category for data, documentation, etc. Should we bring the guy from RCTC down for a meeting with our committee?

**Homework:** look at list of sessions and try to determine what you are going to attend. Also, questions you may wish to ask or have answered.

**Three questions:**

Processes for system portfolio were improved.

**Suggestions:** Questions for HLC? No other suggestions.

**Meeting adjourned at:** 1107 hours