South Central College
AQIP Steering Committee
April 2, 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, Jane Greathouse and Cassie Dlugiewicz

Absent: Dave Hammett, Nancy Genelin, Donna Marzolf and Doug Yentsch

Minutes: Wayne Whitmore made motion to approve. Second was by Cassie Dlugiewicz. Minutes were voted on and approved.

Other updates: none.

HLC Suggestions for attendees:
Kaycie hoped that attendees could go to sessions that focused on assessment with regards to general education outcome and institutional outcomes. Rochelle hoped someone could attend the Key Understandings in Institutional Change session being offered on Sunday at 2:00pm. Ramona said that all the attendees could gather at the airport and divide and conquer so South Central College was present at as many sessions as possible.

April Workshop: Finalizing details.

Updates:
- Laural has shuffle of staff/faculty finalized and will provide to Ramona this week.
- Kaycie will buy gifts for presenters (no more than $25 at the bookstore). Dena will get candy to stuff in the gift and water for the presenters to have in the breakout rooms.
- Each breakout session will be recorded by Charlie in the Conference Center breakout room. Dena will confirm we have Ani’s permission to do so.

Breakout sessions include:
- Project Management Breakout
- Continuous Improvement Breakout
- Disruptive and Aggressive People, A Tabletop Exercise in Responding to an Incident of this Nature.

**The MNQIP panel did not work out. We will have to come up with an alternative session.**
Breakout session evaluations:
  - Group reviewed draft of evaluations provided by Beth and Kaycie. Kaycie and Beth will send another draft of evaluation via email to the group this week to review.

Breakout session guide responsibilities:
  - Wayne and Rochelle provided a list of responsibilities for guides for the breakout sessions. These include, but are not limited to:
    o Introducing each presenter
    o Serving as a session time keeper
    o Each guide will have a master list of the day's activities
Rochelle will assign 2 committee members to each of the 4 breakout rooms and email the group with the master schedule once it is received from Laural in HR.

**Action Project Case Study**
The MNQIP panel fell through so the group brainstormed ideas for a fourth break out session. The group landed on an Action Project Case Study session. Jane Greathouse volunteered to develop the case study and serve as a presenter for the session. Rochelle Ament will be her Vanna White aka her assistant. Rochelle will bring a tear off white tablet to the session and serve as writer/note taker/etc.

**Systems Portfolio**-tabled until next meeting because of lack of time.

**Three questions:**
Aligned HLC attendees into conference sessions.
Improved In-Service break out session evaluations.
Improved In-Service Action Project Case Study break out session.
Used conference session program list and Tom Kammer’s powerpoint presentation.

**Suggestions:** None
Homework: Jane will develop Action Project Case Study. Rochelle will develop break out session guide responsibilities and schedule. Kaycie and Beth will revise session evaluations.

**Meeting adjourned at:** 1100 hours