**Meeting Minutes**

**Meeting logistics: Members Present:** Ramona, Rochelle, Cassandra, Dena, Donna, Beth, Wayne, Karen, Terry, Jane and Nancy

**Members Absent:** Kaycie, Doug, Alex, Dave

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

**Recognition of outgoing members:**
- Ramona recapped accomplishments of the year: communication plan, training to SCC campuses in form of poster sessions, video about AQIP, mini-workshops.
- Outgoing members were recognized with certificates and “thanks” from the committee. All were invited to enjoy refreshments.

**Summer Retreat:** Discussed dates and training recommendations provided by Tom Kammer. Two 6-hour days are recommended to work out a process for action projects from “idea” to completion. Calendars were reviewed and June 20-21 are the selected dates. To allow greatest participation, the times selected: June 20 from 10-4 pm, June 21 from 8-2.
  - Ramona will confirm with Tom Kammer. Dena will check out how to pay: Tom, the faculty. (Tom has OK’d the selected dates. Dena has the needed OK’s as well.) Tom sent along a handout that members may want to review before we come. (attached to email)
  - Incoming members will be invited to attend if their schedule permits, as their term does not start until July 1.

**Review of other resource rooms:** Dena started with an update as to the status of our “next steps”. As per Eric Martin, there will be a webex meeting planned for new “AQIP” schools to learn about next steps. More details to come.
Dena summarized and shared the data she collected about what other schools do for the portfolio process. She interviewed other colleges and shared some process design pros/cons for our contemplation.

**Wrap-up:** First meeting of next year will be September 3rd (first Tuesday in September)

**Three Questions:** Quality Improvement actions taken during the meeting included exploration of the portfolio process used at other campuses, selection of the summer retreat date. Processes improve: we celebrated our accomplishments of the year. Data used were interviews of other campuses to get information about processes, the systems portfolio guide. **Adjourn**