South Central College
AQIP Steering Committee

September 03, 2013  10:00 a.m. – 11:30 a.m.
NM Campus – Meeting Room A, FB Campus C37

Meeting Minutes

Meeting logistics:  Members Present:  Ramona, Dena, Kaycie, Donna, Beth, Wayne, Karen, Terry, W.C., Nancy, Steve, and Arlene

Members Absent:  Julia and Dave

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

Updates:

- HLC / Strategy Forum
  - Dena, Ramona and Kaycie had a conference call with Kathy Nelson, HLC consultant and President Emeritus of Lake Superior College.
  - Strategy Forum will be held February 26th – 28th
  - Timeline of accreditation visits for AQIP institutions may be changing to an 8 year cycle
  - Nancy asked about Strategy Forum representation – Kathy did suggest alternatives to the existing HLC recommendations and will discuss this further with us at a later date.
  - Wayne asked about re-accreditation timing – Kathy is reviewing this and will get discuss a case-specific alternative with us

- Time of the meeting doesn’t work well for faculty given that it is prime teaching time.  Kaycie will send out a doodle to try to find a time that works better for all members.  Complete the doodle by Friday, September 6th.  Results of the doodle will be sent out by Tuesday the following week.

Retreat Action Items:

- Action Project Submission form
  - Steve – Add in a question “Identify the need that your project addresses”
W.C. – review list of departments to make sure there are no inadvertent duplications (e.g. accounting and business office)

Wayne and Ramona (and others) – indicate on the form that the selection process may be confidential

Nancy – strike the words ‘or impacted’ from the Department selection question

Dena (and others) – reorder to place the Department selection question after the project idea.

- Communications methods for project submissions and progress
  - Established a subcommittee for communications
    - Steve
    - Beth
    - Wayne
    - Kaycie
    - Marketing (Jody Bloemke)
  - This subcommittee will:
    - Prioritize communications re Action Projects (target/focus on internal constituencies)
    - Establish message specific to target constituencies
    - Determine timeline for messages
  - Will report back to AQIP Steering Committee on Sept 17th with a list of deliverables/next steps

- Discussion of Charter template
  - Steve suggested the addition of a help sheet for the charter
  - Several members suggested a sample project charter
  - Donna – add South Central College to the charter template
  - Ramona and Steve will collaborate to provide a charter help sheet and sample project; they will report back to the Steering Committee Sept 17th

Updates on Systems Portfolio team/process:
- Dena summarized information from 5 peer colleges
- There was consensus around several items and a draft strategy was proposed consisting of:
  - Core team project oversight
  - 1 writer
  - Editing pool
  - Combination focus groups/individual directed questions for info gathering
Use the portfolio as a learning tool

Subcommittees:

- Subcommittees were established for the following
  - Resource Room: Dena, Kaycie, Ramona, Wayne, Steve, Jane G., Johnna H.
    - Determine look and function of the website (sort by category and topic)
    - Establish electronic file naming convention
    - How will electronic resources be received for upload to the resource room
    - What items can be pre-populated (linked) right away? e.g. mission, catalog, program websites, committee minutes, committee memberships, program reports, assessment plans, etc.
    - FAQs for using the resource room
    - Develop style guide and/or common templates for SCC use (e.g. formatting, acronyms, table/figure numbering, etc.)
    - Maintain electronic file upload to the website (who will be responsible?)
  - Systems Portfolio: Kaycie, Wayne, Donna, Dena, Ramona
    - Establish questionnaire/focus group questions
    - Determine how information should be gathered for each category / develop matrix
  - Action Projects: Arlene, Nancy, Terry, Steve, Beth, W.C., Kaycie
    - Determine review date for Action Projects
    - Finalize Action Project submission webform
    - Develop Action Project scoring rubric
    - Develop Action Project guide
    - Determine Action Project in-progress and final reporting structure
- Subcommittees will report back on Sept. 17th with their plans/next steps for accomplishing tasks/goals

Wrap-up/Three Questions: Quality Improvement actions taken during the meeting included process for Action Projects and more training for project management. Processes improved were setting up subcommittees to distribute work-load, and project charter guide. Data used included peer institution feedback, May meeting notes and summer retreat information.

Adjourn