South Central College  
AQIP Steering Committee  

October 15, 2013  10:00 a.m. – 11:30 a.m.  
NM Campus – President’s Conference Room, FB Campus B109

Meeting Minutes

Meeting logistics: Members Present: Ramona, Dena, Kaycie, Donna, Beth, Wayne, Karen, Terry, Steve, Arlene, and Deb

Members Absent: Julia, Brian, and Karen

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

Updates:
- AASC – Action Project Roll-out
  - Ramona presented Action Project Idea submission to AASC (faculty Department chairs and member administrators).
  - Received positive feedback/questions
- Action Project Idea Submission Roll-out
  - Website is www.southcentral.edu/aquipactionprojects
  - Feedback from rubric testers (Donna, Wayne, Terry) suggests that we add a question asking how long the project will take and how much it will cost
  - Further feedback from Donna on the rubric led to the elimination of the line item linking the project idea to AQIP categories
  - Arlene suggested we add hot links to mission and strategic plan at the first mention of those documents on the web form.

Action Items:
- Action Project Guide
  - Completion of the AP Guide is waiting on feedback from admin team regarding management software for the update and reporting on Action Projects – Kaycie and Dena will investigate
- Other Reports
  - Communication is planned for Student Senate (FB and NM), Student Life, Admin/Cabinet, President’s Forum, AASC (completed); further
communication will include follow-up emails, D2L and electronic news boards

- Systems Portfolio: Working to develop a matrix for information gathering, however, must consult with mentor Kathy Nelson regarding changes to the Systems Portfolio structure from HLC
- Resource room – no update

- Training suggestions for Action Project teams and team leaders
  - Several suggestions were presented: Communication, Conflict resolution, orientation/intro to AQIP, time management, appreciative inquiry, LEAN, Quality control, Project Charter – Steve made the point that several of these suggestions are components of Project Management Knowledge Domains
  - Ramona made the additional suggestion that we should train leaders on key operational pieces, such as how to run a meeting, how to reserve a room, how to use technology. Discussion on creating a leader’s guide.
  - Wayne suggested that we develop online trainings from our initial set of trainings for future Action Project roll-outs
  - Discussion on running two tracks – one for leaders and one for other participants
  - Is January in-service a viable training opportunity? Discussion on training events separate from in-service.

**Wrap-up/Three Questions:** Quality Improvement actions taken during the meeting included improving the Action Project scoring rubric and online idea submission form based on feedback from preliminary testers and committee comments. Processes improved were scoring of Action Project Ideas. Data used included committee and tester feedback.

**Adjourn**