South Central College
AQIP Steering Committee

February 4, 2014  10:00 a.m. – 11:30 a.m.
NM Campus – Meeting Room A, FB Campus B109

Meeting Minutes

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

Members Absent:  Julia and Karen

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

Updates:
  •  SCC state of quality poster for Strategy forum  
      o  We need to prepare a poster/presentation materials that speak to SCC’s current state of quality  
      o  Wayne suggested a trifold board with laminated materials to be attached to the board  
  •  Project Management training  
      o  Dena shared that we would be looking at an end of March timeframe for action project team training  
      o  Volunteers were needed for the Core Team to plan the training  
  •  Action Projects  
      o  Once the Strategy forum team returns from Chicago, we will have 6 weeks to register the first action project  
      o  SCC will have 10 weeks to have a dedicated AQIP/Action Project website

Action Items:
  •  HLC Conference  
      o  Brian suggested to all who were attending the HLC conference in April that they attend a variety of sessions on Action Project implementation  
      o  Invites to the conference for those who have not yet attended were extended  
  •  Systems Portfolio
- Discussed what is a systems portfolio
- Changes will be rolled out at strategy forum

**Rotation Schedule**
- Wayne, Beth and Terry will rotate out in June
- Move rotation request to December 1st so faculty can submit schedules appropriately

**Wrap-up/Three Questions:** Quality Improvement actions taken during the meeting included moving the member rotation request earlier in the year. Data used were scheduling due dates and committee bylaws. Processes improved were Action Project Process and committee function.

**Adjourn**