AQIP Steering Committee Meeting Minutes

April 15, 2014

Attendance: Ramona Beiswanger, Debra Salmon, Steve Pottenger Beth Danberry, Dena Colemer, Donna Marzolf, Karen Snorek, Arlene Eliason, Susan Tarnowsk, Brian Fors

Addition to the agenda: 3rd Action Project Recruitment

April 1, 2014 Minutes: Motion to approve by Debra Salmon and seconded by Beth Danberry, motion approved.

Announcement of new members of the Steering Committee: Peter Johnson, Rae Busch, Ramiro Alvarez.

Program Review Action Project Update

A charter has been drafted and Wane Whitmore is the team lead. Susan Tarnowsk and Dena Colemer will meet on April 23 at 9:00 to discuss how to proceed with this project.

Capital Equipment Purchase Action Project Update

The action team has met and the draft of a charter has been started. Kelcey Woods-Nord will be the team lead. The team needs to discuss the budget, scope and constraints of the project yet.

First Year Action Project Update

The team has not met yet. On April 11 at the in-service small group sessions conducted brain storming activities and data is being collected. The team will use the material on May 19 and 20 when the team meets. There are 28 people interested in participating.

The core team of the action project will work with Cheri Torres and Bob (?) to plan out the two-day event in May. Beth Danberry, Susan Tarnowski, Ramona Beiswanger and a few others will sit on the core team. A space to hold the meeting is being checked on and there was a suggestion to have the meeting in Faribault.

Discussion about the in-service on April 11 ensued with suggested changes to the day. In general people participated in the process and minor changes could be incorporated. It was clear, however, that many people are not sure what is going on
with AQIP. That led to discussion and ideas on how to increase communication about AQIP at the college, including regular updates, a newsletter, and other options.

HLC Update – Summary Impressions of the Annual Conference

Attendees at the HLC Annual Meeting discussed sessions they attended and what they learned.

Donna Marzolf discussed a presentation from Purdue on intervention for students struggling academically and how to help faculty intervene in an easy way.

Susan Tarnowski commented on HLC and the issue of compliance and the national level requirements and reporting mechanisms that will impact all higher educational institutions.

Brian Fors shared observations about the possible future of AQIP, the role of the Institutional Action Council (IAC), and general comments on sessions attended regarding developmental education.

Dena Colemer discussed sessions she attended on strategic planning, data collection, and others, as well as a number of AQIP sessions. She found them to be good in general.

Ramona Beiswaenger discussed a session on how MnQIP is being reorganized, and the benefit of benchmarking and sharing documents, and the possibility of some kind of statewide conference. The sessions she attended made it clear the college needed to get more information out to the college, work on opening up meetings and increasing communication.

Website. It was discussed how the website could be utilized more as part of the communication plan for AQIP. Information on the projects should be posted and routinely updated. For the next meeting the previous communication would be revived and put on the next agenda.

Discussion occurred over providing Steering Committee input into the job description for the position/person who will replace Kaycie Lawson. Committee members felt important items included familiarity with the accreditation process, project management skills in general, interpersonal communication skills, writing skills, as well as other items. Some discussion occurred regarding how to construct the search committee.
Three Questions:

What process improved? Discussion of the in-service, HLC annual meeting information, and improving communication.

What data was used? In-service survey results and materials from the annual meeting.

[Third Question ??? Missing]

Next meeting is May 6, 2014.