Minutes

10:00

• Meeting logistics
  - Additions to Oct 7, 2014 agenda
  - Approval of Sept 16, 2014 meeting minutes

Dr. Tarnowski, Kacie Lawson, Donna Marzolf, Steve Pottenger, Ramona Beiswanger, Debra Salmon, Peter Johnson attended.

Donna moved to approve the minutes. Dr. T. seconded it. There were no modifications. All approved.

• Welcome and Updates
• Committee business
  o Membership finalized
    o Tom Kammer new member this year. Next year appointees: Peter Wruck appointed the chair starting next year. Ryan Langemeier faculty rep. Cheryl Anderson and Juliann Brueske staff members.
  o Training for new members
    o Could possibly have new members attend the HLC conference. (The Strategy Forum Workshop happens every four years.)
  o MNQIP might have resources
  o Summer workshop doing pre-planning.

  o Ramona is publishing the minutes to the SCC Website. She will include the links to the latest approved minutes in her emails along with the meeting agenda.

• Update on Action Project Progress
  o First Year Initiative Project – Welcoming Culture at SCC
    o Ask the student what is welcoming and helpful. Investigating up to April with focus groups/surveys/interviews. Physical and cyber environment and the first interpersonal interactions.
    o Will have the charter completed by deadline.
    o Dr. T. emphasized that we shouldn't be doing stuff that is not needed or of value.
  o Large Capital Equipment Process Project
They have an action register for their project.

**Program Review Project**

Dr. T gave an update. Next meeting will start the pilot. A preliminary meeting has been set up with Beth Danberry. The major shift has been toward an emphasis on integrating data.

First meeting, group of peers.
Second with external people as a strategic planning meeting.

Working on how to disseminate the information.

More forward looking instead of backward looking.

Wayne submitted a proposal to HLC. "How to incorporate Appreciate Inquiry into the project."

The group has been putting together templates and outcomes, and roles & responsibilities. This will help in the future.

The next phase will evaluate how the pilot worked out.

**Mid-project report remark form with revisions (must hit continue at the end of page one to see the entire report)**

Changes include:
- Talk about the progress on the deliverables.
- What other accomplishments did you have (outside of the deliverables.)

The group agreed that these will be tailored for each project based on their deliverables. If the project is shorter than six months a mid-project is not required.

This will be due in mid-December.

Kacie and Donna recommended sending it to the FYI project just as a self-evaluation even if they are not required to submit it.

Ramona will send this out to the teams.

We have to have a final project report.

http://survey5.southcentral.edu/cgi-bin/rws5.pl?FORM=AQIP_ProgressSurvey
• **Steering Committee Tasks/Assignments**
  o **Systems Portfolio work – Category 6**

  The group had an Interview Activity on how we can move initiatives forward for the portfolio. HCL will use portfolio to ensure that we are meeting our accreditation.

  How have we embraced the Culture of Quality at the college? Taking information we've learned and making changes.

  The interview answers will be submitted to Kaycie. They will be incorporated into Category 6: How is continuous improvement implemented at the college? How are we taking all these results and using them to make things better or change our process?

  Members not in attendance will be asked to interview outside the meeting and submit to Kaycie.

• **Assign tasks for next meeting (teams of 3):**
  These will be assigned at the next meeting:
  o **Action Project guide – needs revisions.**
  o **Communication: Create talking points regarding AQIP process**
  o **Systems Portfolio work – help draft responses for next question**
  o **Revise process for action project proposals – at last meeting, Deb agreed to assist Ramona.**

11:20 **Wrap-up:**
  • **Suggestions/Recommendations for next meeting agenda items**
  • **The “3” questions – QI, Data, Processes**

11:30 **Adjourn** at 11:30 am
Minutes by Peter Johnson

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Learning from yesterday, applying today, improving tomorrow.