South Central College
AQIP Steering Committee

January 30, 2015, 9:00 am -12:00 pm
NM Campus – Meeting Room A, FB Campus B109

Members Present: Arlene, Karen, Donna, Ramona, Susan, Kaycie, Tom, Deb

Members Absent: Steve, Peter J, Peter W, Ramiro

December 2 meeting was used to video record

Additions to Agenda: attachments from Program Review Action Project Team

Welcome and Updates:

HLC Conference registrations completed and rooms have been reserved. The Program Review Team Lead, Wayne Whitmore, submitted a proposal to present at the conference. It was accepted for the pre-conference on Saturday. They received 50% discount for this. Dr T has requested that those going meet for a pre-conference discussion about who is interested in attending which workshops so we cover lots of “ground”. Ramona will organize this closer to the date.

We need to ask the union to put forward names to replace Peter Wruck as AQIP steering committee chair in the fall due to his continued role as interim dean. We exhausted the list others who were on the previously submitted list of faculty interested in chairing- one will be on sabbatical the other is no longer interested. Should a replacement not be found, an option is to have the current chair continue one more semester and request again in the fall. The current chair emphasizes that she will be gone for sabbatical in the spring, so a replacement must be found.

Committee business

Meeting dates for March and April: Must be rescheduled due to spring break and April in-service.

New dates selected: March 20th, but changing time from 8-11 because chair has class at 11 that date. April 3rd, selected because it is well timed before the April 10th in-service, which would be a good date to get input on the systems portfolio from faculty/staff. Dr T was going to check on adding this to the schedule. *** Was OK’d *** Will discuss how to get input at the April in-service. Could be similar to the walk-about used by charting the future.

Reports from Action Project Teams: Reports are in from the teams. No major red flags. Teams reported progress on deliverables and no specific needs from the steering committee. No questions from steering committee members. Additional reports from team sponsors/team members:
Program review: rolling out the process in near future. Internal and external restructure of the program review process. Looking at piloting with programs this year, making revisions with a fall completion.

FYI: Welcoming Culture: looking at faculty/staff survey, similar to the student survey that went out last semester. Will go out in Feb. Results/recommendations as early as March. Looking at a spring completion, with recommendations for a stage 2.

Large Capital Equipment Purchase Process: Rolling out the pilot for the process in the next week or so. Fall finish expected.

**Steering Committee Tasks/Assignments**

**AQIP communication:**

Discussion on how the video was received at Jan in-service. Many staff in Faribault may not have been able to stick around and view. Committee would like to see the video available on the website. Concerns about “ads” in the video prompted removal from Youtube. Portions still available (teams, newsroom). Many thought it did well to inform on the AQIP process – kept attention during the commercials. Did well to inform of the team memberships, even if audience is not able to list off all 3 projects – most could probably recognize them now. Will Peter be willing to make the entire video available in a non-Youtube format, internally? Ramona will ask.

Would be a good idea to use the “minute clip” idea with the teams and short clips from the video -0-perhaps as links on the faculty/staff page? Perhaps upload to the webpage, then link in an email. Suggested to get on the email newsletter – perhaps a regular “corner” on the page. Start by highlighting one team at a time and linking to the clips and the AQIP page so interested individuals can get more information. Ramona will check with Shelly.

**Systems Portfolio:**

Kaycie will send out homework for us to complete in February – review the draft of category 6 of the systems portfolio. Committee should look at content as well as style. Consider how we might best ask for feedback from the broader SCC audience. Suggested committee complete “homework” by next meeting. Will work towards rolling a draft out for feedback at April in-service, but before then, asking “specialists” around campus to review areas that relate to them. Also, posting by category and providing a comment form on the website for anyone interested to read, review, offer feedback.

**Action Projects:**

Action Project Guide: we need to start working on this as we get information from the teams about what was useful, what was needed in the guide, etc. Can work on this.
End of Project reporting: We need to discuss the end of project requirements for teams. We want to keep it simple, but get information we are required to report and make sure the SCC campuses are aware of the projects, outcomes, etc. Discussed possibilities:

- end of project “celebration” – perhaps a drop-in poster session with information, team members, “treats”.
- Written report that provides info needed fro HLC/AQIP
- Presentation to the steering committee
- Recommended we talk with Lisa Kinowski about her suggestions as new marketing “go-to”. She may additional, fresh ideas on ways to get the word out and “celebrate” so many more can be involved. Ramona will contact Shelly about working with Lisa.

Updated proposal, process, application, rubric: Reviewed the old proposal form. Discussed the focus: “need” vs “solution”. Suggested changes to the old process. Ramona will request changes to the old mach form so a draft can be reviewed at the February meeting. Recommended changes include:

1. Change the name to AQIP Action Project Proposal of Need
2. Add a definition of “need” at the beginning. They committee selected “Need: circumstances in which something is necessary, or that require some course of action; necessity.”
3. Add a statement: “A proposal must be submitted for an identified need to be selected as an action project.”
4. Update the links for the SCC Mission and Strategic Plan so they are accurate
5. Change the first question from Identify the need that your project addresses to: “Identify the need you believe should be addressed at South Central College.
6. Add a follow up question: Explain what you know about the need (ie, data, supporting evidence, how widespread is the need, ect…)
7. Change question from describe the proposed project to: Why does this need justify an action project?
8. Add a follow up question: What is the opportunity this project will create?
9. Keep: Who might benefit from this project
10. Change question from how will this project support the SCC mission/strategic plan to: “How does meeting this need align with the mission and strategic goals.
11. Remove “How long do you think this project will take...”
12. Keep the second page after “continue”. – We will have an updated rubric (that is yet to be completed/approved)

The committee also reviewed the old rubric. Ramona will make changes that reflect the new proposal form and bring a draft for review at the February meeting.

Discussed the timeline for action projects: since one project will be ending, should get a call out for proposals. Committee discussed prioritization for “follow-up” projects, such as the FYI project. Discussed asking all to submit/resubmit if they previously submitted and their need still needs to be
addressed. Discussed sending invitations out to those who submitted last round, specifically asking them to resubmit on the new proposal application. The proposals were anonymous, so Kaycie has access to those names/proposals and we can make special effort to include those previous proposals. Should proposals be posted on the website, for all to see? Decision on call-out for proposals can happen at February meeting, once proposal form and rubric have been finalized. Submissions can be scored and prioritized by March meeting, recommendations sent to cabinet and solicitation for any necessary teams can begin. April any needed teams can be in place, ready to roll as projects complete. This should put us in a good place as teams finish this spring and early in fall.

Meeting adjourned.