South Central College
AQIP Steering Committee

February 13, 2015, 9:00 am - 12:00 pm
NM Campus – Meeting Room A, FB Campus B109

Members Present: Arlene, Karen, Donna, Ramona, Susan, Kaycie, Tom, Peter W, Steve

Members Absent: Deb, Peter J, Ramiro

Approval of Jan 30 Minutes: Motioned: Susan; Seconded: Tom; approved

Additions to Agenda: Old Business: added a permanent section on the Connections online newsletter. Ramona worked with Lisa and Shelly on an idea for April in-service. Rest is on the agenda.

Updates: names solicited from the union for the faculty chair. Will be forwarded to Dr Parker for her appointment. Hopeful to have a candidate who can start July 1, 2015, which is the end of the current chair’s term. As per last meeting, meeting dates/rooms set up for March 20 and April 3: N Mankato E132 and Fbt C37. Meeting times: 8-11 am on 20th, 9-12 on the 3rd. Ramona will double-check Jabber will be linked in for Kaycie.

Committee business

Steering Committee Tasks/Assignments

AQIP communication:

- Upcoming Connections: Call out for Action Project Proposals, information about teams.
- Peter J was contacted regarding video from in-service, but concerns may still exist re: the ad clips. Discussed with Shelly about OK’ing the use. She will get back to us on it. Until then, we do have the rest of the video available.
- Minute clips: discussed having clips of current project teams – perhaps as youtube clips. Steve can help with this.
- In-service in April: discussion on how much time. The agenda was not ready yet, but will ask for 60 minutes – 45 for systems portfolio, 15 to share the FYI team results. Perhaps a team report out? Whatever we do, we would like to go before a break so all can be invited to share a treat at break to celebrate the first project completion. We will discuss more at next meeting when we know how much time we have and what we need from the broader SCC campus community. Discussed action project team “trading cards” that can be a “thing” we do for each project – for example, pic of team members on one side, project name and purpose on the other along with a URL that will take a person to the SCC AQIP
project page where one can find project information on the website. This is where the report, the deliverables, charter and other project information can be found. Could we do this by April? Someone mentioned a SKU code for each team.

**Systems Portfolio:**

- We reviewed question 1, category 6 and gave input/feedback on style, and information. Kaycie requested we send this to her (scan/email, for example).
- Discussed how to get input from the SCC campus community. Could use time at in-service to get input. Perhaps gallery walk? Perhaps group input on categories? Discussed targeting specific individuals with expertise in areas, but also posting online, by category, so individuals could go online, review one section/category of the report, then provide input/feedback that sorts to the individual categories. Shelly thought it would be ready to roll by April because they will do something similar to review policies.

**Action Projects:**

- Machform revisions for action project proposals were approved. Call out for proposals will go out before spring break.
- Rubric for action project proposals we approved with revisions. It will be available for those who are submitting proposals to review.
- End of project reporting was approved. Suggestion to make this a fillable report, so it can be downloaded as a paper copy and can be copy/pasted easily for HLC/AQIP reporting. Donna will help Ramona with how to do this. Agreed that this could go out right away.
- Action Project Guide – will need feedback from teams as they finish so we know what we should update, include and remove from the guide for the next round of teams.