South Central College  
AQIP Steering Committee  
March 20, 2015, 8:00 am -12:00 pm  
NM Campus – E132, FB Campus C37

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

Members Absent: Peter J, Ramiro

Approval of Feb 13 Minutes: Motioned: Tom; Seconded: Deb; approved

Additions to Agenda: Deb has questions re: online education and accreditation. Dr T has info for her, Kaycie has materials to send re: systems portfolio

Updates: Renee Guyer accepted the appointment to be AQIP Steering Committee chair for the next 3 year term, beginning July 1. The committee would like to invite her to attend the upcoming meetings this year if she is available. Ramona will invite her.

Committee business

Steering Committee Tasks/Assignments

AQIP communication:

- Upcoming Connections “news”: Link to videos created for Jan in-service. Can be emailed as minute-clips as well. Shelly is still checking on feasibility of using the video in its entirety.
- Kaycie will create a flier that Donna can add to materials for new students. Input was to include info about AQIP/accreditation and also about current action projects. Steve would be interested in helping reach out to new students – this was in response to discussion about using social media to spread AQIP information. We should also check to see what Peter J has already created for new members (he was putting together a powerpoint in the fall) – perhaps it can be tweaked for a D2L module for all employees/students? Peter J – did you have anything?
- In-service in April: Our time is 40 minutes, from 2:20-3:00. We are wrapping up the day. The agenda reads “AQIP Celebration”. Given the reduced time, discussion on how to make best use. We will use time to show how to use the online machform for feedback on the Systems Portfolio and discuss opportunities for giving input. We discussed starting the day with Dr Parker giving a quick 3-5 minute “invitation” to give us suggestions on how to address the questions for the systems portfolio, which individuals can do on breaks and at lunch. Kaycie will work with Scott Rahe to create the “posters”. Discussed having manila
envelopes by each poster for people to enter their name to be a reader of a question. Discussed having an extra poster created for people to add input on what they are most proud of at SCC. Suggested that we do a 7th inning stretch with “Take me out to the ballgame” with new words about AQIP... Discussed having crackerjacks, peanuts, popcorn, root bear at snack/refreshments before our time – giving away baseball caps, batting t-shirts into the audience, using numbered trading cards to draw for prizes. Use the trading cards as an ongoing “tool” for all teams as they finish. Instead of team pics, could we ask teams to give an idea for the front of the card of something that represents the team? (A welcome mat for the FYI- Welcoming environment, for example.) The back of cards can have the title of the project, a few highlights of outcomes/deliverables, a URL link to the SCC accreditation site where project information can be viewed. Ramona will work with Shelly re: trading cards and let the FYI team lead know what is coming. We can work out some details next meeting (Apr 3). We can recognize members from all teams... We can invite the FYI team to come up and share about their project, what they did, their results, follow-up needs, about their experiences...

**Systems Portfolio:**

- We will have the posters from April 10 in-services, plus the feedback from the online machforms. We will need readers of individual area at the end of April and some final readers for the entire document in May. It is due June 1. We discussed the possibility of having some open forums where individuals could come give feedback (either on the online machform or on posters of some sort) and as incentive there could be lunch or treats. This is TBD.

**Action Projects:**

- We discussed offering the opportunity for former proposers to resubmit with the new form (focused on needs instead of the solution already determined). Kaycie will send out a message to all those who submitted. Those submissions, plus those we received this round, will be scored before our next meeting. If there are a lot of resubmissions, scores will be due to Kaycie by Thursday Apr 2 so she can compile the scores for our meeting on Friday, April 3.

**The “3” Questions:**

What QI occurred: We sorted out the action project process to engage previous proposers

What data used: We used scores/submissions

What processes improved: The editing of the systems portfolio, in-service