South Central College
AQIP Steering Committee

May 8, 2015, 9:00 am -11:00 pm
NM Campus – Mtg Rm A, FB Campus B109

Members Present: Ramona, Deb, Arlene, Steve, Donna, Ramiro, Dr Tarnowski

Members Absent: Karen Snorek, Peter Wruck, Peter J, Tom

Guest: Renee Guyer

Approval of Mar 20 Minutes: Motioned: Donna; Seconded: Steve; approved

Additions to Agenda: Questions to ask when Dr T or Peter get to the meeting: Which office will AQIP fall under next year – Research Planning or Academic/Student Affairs?

Committee business

Updates and sharing:

• Will we be hiring a coordinator to replace Kaycie? Yes. Job description needs to be sent in and approved by MNSCU. Why not the former job description? Duties may change.
• Systems Portfolio updates: Due Nov 1st. We found we could have an extension, since we are new and only had 3 years (not 4) to write our first systems portfolio. We need the time, plus a Nov 1st deadline would then become our future due date, which may be better for us than a June due date.
• Shared certificates and thanks for outgoing members. Will have a retreat in summer, day 1 for outgoing members to wrap up the year, day 2 for training incoming members.
• Discussed rotation chart and outgoing members. Need to discuss what to do with Karen Snorek’s spot. Should she be outgoing and replaced with another cabinet member? Will discuss rotation chart as part of by-laws this summer.

Steering Committee Tasks/Assignments

AQIP communication:

• Upcoming dConnections “news”: discussed that it should continue in the summer.
• Dates for the retreat confirmed.

Action Projects:
• Final report of FYI team will be sent out. Discussed that we should post the report with survey and results online, but that steering committee should review them before posting. We can do this at the summer retreat. We agreed to only make simple edits for reasons of clarity – but to allow the teams to keep ownership of their words, results and reports.

• New info on submitting updates to HLC/AQIP: Required by the end of September annually, not on the one year anniversary as we thought. This means we don’t need to require the Large capital equipment purchase process team to get an annual report and their final report, just a final report since they will be done before Sept. Perhaps we consider July 1 and Jan 1 as dates for teams to update and the research planning office (or coordinator) can submit annually? Who will be responsible to log new projects, submit updates and final reports? Will that be Peter? Dr T? The coordinator? Only one password in the past, and that has given access to the liaison (which was Nancy, then Dena, then Dr T).

• Newest teams/guidance. Should we have a liaison for teams? An AQIP committee member who can give the reports at the meetings and get info back to teams to help them stay on track and get any questions answered. Ramiro volunteered to be liaison for FYI team. We need to discuss roles, but the idea is that the liaison can help with project registration information, charters, reports, etc... Not necessarily attending meetings, but a link with the team leads and the steering committee. Can discuss roles at the summer retreat.

• Revision of AQIP action project guide. We can do this at the summer retreat.

• We need to set up webdocs for teams so they can submit reports, meeting notes, charters, etc... These can then automatically post to the website. Steve can help with this.

• Capital Equipment team will finish soon, peer review team in fall. Need trading cards... how will we recognize/celebrate. Discussed doing this at fall in-service for projects that finish between spring and fall... at spring in-service for projects that finish between fall and spring. Discussed need to communicate results ASAP when project is done, but to highlight it at in-services.

Systems Portfolio:

• Status and ‘needs’ update: Dr T summarized the new timeline to keep us on track to submit by Nov 1.

Summer Retreat:

• This year’s members will attend the first day, next year’s membership the second day.
  o Day 1: by-laws, action project guide, final reports, new project registrations,
  o Day 2: training, calendar, project management, LEAN training