South Central College
AQIP Steering Committee
October 9, 2015  9am-12p.m
E132 (North Mankato) and C37 (Faribault)

Mission: The AQIP Steering Committee shall guide and support the implementation of AQIP as a model for continuous improvement and continued accreditation at the College as it relates to the SCC integrated plans under the governance of the College and President.

Meeting Minutes

Members Present: Cheryl Anderson, Renee Guyer, Ryan Langemeier, Deb Salmon, Dr. Susan Tarnowski, Tom Kammer, Dr. Peter Wruck, Jodie Olson, Annie Davies, Deann Schloesser, Dr Judy Shulz

Members Absent: Juliann Brueske

Guest: Ramona Beiswanger

Approval of minutes:
September meeting minutes-Deb moved to approve, Tom seconded. Minutes were approved.

OLD BUSINESS

Update on Systems Portfolio: Renee and Ramona shared the current status. Drafts being reviewed. Looking for suggestions to help the next round move forward smoothly. Renee showed the ‘style’ template.

Update on Action Project Progress

Program Review- Completed the final program review for their project. The team indicated they will be finished at the end of the semester.
FYI Welcoming Environment Phase II and Tutoring Services- One of the new teams has asked the committee to look over their charter. To keep this anonymous, Renee is sharing the charters for both teams and has asked for the committee members to review and send her feedback BY OCT 23. Also, the FYI II team is exploring the idea of Student Ambassadors to help provide friendly and knowledgeable faces.

Action Register Action Items Follow-up/Check in: Ramona shared the changes she and Ryan recommend on the mach form and the rubric. Committee recommended some link removals, a typo correction. For this upcoming round, the recommendation is to not confuse the submitters with the ‘systems appraisal’ language. Ramona will update ASAP. NOTES for future changes: attach recent systems portfolio and/or possible summary of ‘needs’ based on systems appraisal; link to ‘new/current’ projects on the website (once Steve is more available to make changes); change ‘submit to coordinator’ to ‘submit to chair’; consider an avenue for campus members to ‘vote’ on projects to help prioritize and get campus involvement/commitment to the projects.
Liaisons and Sponsors: Renee reviewed the liaison roles. Committee agreed with the roles of liaisons. Jodie volunteered to be the tutoring services team liaison. Renee will remain the FYI II liaison. Renee reviewed the sponsor roles. The committee agreed with the sponsor roles.

The 3 Questions: We reviewed the updated ‘definitions’ of process/results/improvements and the three questions we ask at the end of each meeting. The committee OK’d the updates. Renee is going to take to AASC and has asked to be on the agenda at shared governance – the goal to have committees asking these questions at the end of each meeting to document quality improvement efforts on campus.

Academic Master Plan-Continuous Quality Improvement- Discussed the steps we were drafting to utilize A3’s. Tom recommended that we might want to pilot A3’s with the steering committee and we can roll out the results at the Jan in-service. Discussed that much training is needed to develop ‘coaches’. The committee agreed to start with the steering committee and hold additional Friday meetings to get this rolling. These are volunteer, however it is hoped that the committee would participate.

NEW BUSINESS

Action Project call out- Program Review project will close by the end of the year. We will need a project to replace it. The timeline is tight. We need to put out a call, score submissions and get cabinet approval. This means we need to score and rank at the November meeting to get cabinet approval by the time we leave on break. The call out will need to occur ASAP. The committee felt this should happen before MEA, by email with a follow-up in the eConnection. Agreed to accept submissions from Oct 12-28th so we can review at our Nov 13 meeting. Peter will ask to get on the Nov 19 or 24 cabinet meeting agenda. This will allow the committee to know the selected project in December so a call out for team members can happen before faculty leave on winter break. The new team can meet right away in January. We can celebrate/recognize the Program Review team at the January in-service.

Future needs - HLC conference is in April. Peter indicates that we should take as many as possible. Individuals should consider going if they have not before, as much is learned about AQIP and networking and team building is valuable.

Meeting adjourned 11:55