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 plan under the governance of the College and President.

December 10, 2015
9am-12pm
E132 (North Mankato) and C36 (Faribault)

Members Present: Cheryl Anderson, Juliann Brueske, Renee Guyer, Deb Salmon, Dr. Susan Tarnowski, Tom Kammer, Jodi Olson, Deann Schloesser, Dr Judy Shultz, Ryan Langemeier, Dr. Peter Wruck

Members Absent: None

Guests: Ramona Beiswanger

Approval of Minutes: November meeting minutes—Judy moved to approve, Deb seconded. Minutes were approved.

OLD BUSINESS:

A. Updates:
   1. Systems Portfolio — Dr. Tarnowski handed out copies of the Systems Portfolio and mentioned that she would put a current copy on the shared drive for all to see. She is also working on an Executive Summary. Committee members were encouraged to read it since the Portfolio should drive all action projects.
   2. Action Project Team Updates:
      a. Program Review — Process improvement card is ready. Peter will have to report out soon to HLC. Programs reviewed were Child Development, Graphic Communications, Farm Business Management and Architectural Drafting and Design
      b. Increasing Student Participation in Tutoring at SCC — Jodi handed out and reviewed update and will get it on the shared drive.
      c. FYI Phase II— Group is struggling with logistics like lack of funds and/or possible lack of authority to implement changes. Discussed using work studies or tutors with down time. Emphasis on making sure projects stay within the scope of their charter; sponsors will monitor. Does FYE terminate because it may be unable to resolve issues?
      d. AQIP Action Project Progress Survey – Renee was delayed in sending to projects. These will be completed for us by January meeting.
B. Review Action Project Registration Form – Information from form will be cut and pasted into HLC registration site. Discussion about similarities between questions 3 and 5. Are we talking about “Goals” for each instead of “Goals and Outcomes”? Decided to leave the same and provide sample so teams understand in lay terms.

C. Re-review of the “3 questions” Judy said to bold “Please explain”. Tom moved to approve edits, seconded by Ryan. Motion carried.

D. Dr. Tarnowski outlined the agenda for the in service day which will include a FERPA review and Student Affairs interaction section. Spoke to committee about theme ideas discussed by Renee, Juliann and Deann. Asked for ideas and approvals from committee. Might use “Old Fashioned Times at SCC”, Renee and Dr. Tarnowski will discuss.

NEW BUSINESS

A. New Action Project is Credit for Prior Learning (CPL) – Encourage faculty to be part of the project. Call out for members in Connection and In Service. We are not able to prescribe the charter of the CPL group but need to make sure the Charting the Future CPL group and action project group are not duplicating efforts.

B. Reviewed by-laws of AQIP Steering Committee because of vacated positions or positions that were not filled.
   - Need one faculty member – Deb Salmon term over
   - Judy was asked to roll over into new term since she is finishing out someone else’s term
   - Peter’s position will stay on AQIP
   - Need another cabinet member. Dr. Tarnowski will discuss with Dr. Parker.
   - Need two rotating student members.

C. HLC Conference – Chicago, IL – April 15-19, Friday – Monday
   - Check HLC website for agenda and preconference AQIP Pathways
   - Prioritize conference spots usually 6 to 8 spots available

D. 3 Questions:
   - P: What processes did you discuss? Project Registration
   - R: Did you use data or results? For the project registration we used data/evidence gathered from HLC which showed a difference between our form and the current registration.
   - I: Did you improve any processes? Updated AQIP project registration format to provide clarity.

Next Meeting moved from January 8th to January 15th because of in service. Motion by Tom, seconded by Ryan. Motion carried.

The meeting was adjourned.

Learning from yesterday, applying today, improving tomorrow.