South Central College  
AQIP Steering Committee  
January 15, 2016 9am-12  
Meeting Room A (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: Juliann Brueske, Renee Guyer, Ryan Langemeier, Deb Salmon, Dr. Susan Tarnowski, Deann Schloesser, Dr. Judy Shultz

Members Absent: Dr. Peter Wruck, Cheryl Anderson, Tom Kammer, Jodi Olson

Approval of minutes:  
December Meeting Minutes: Deb moved to approve, Dr. Shultz seconded. Motion approved

OLD BUSINESS

Updates:

Systems Portfolio Status Update-Online; Executive summary:  
Dr. Tarnowski will work on an Executive Summary. The System Portfolio will then be posted online.

Action Project Progress

A. Increasing Student Participation in Tutoring at SCC (AQIP #5)  
   a) A need to have funding conversation.  
   b) Team working through items 1-10 (see spring 2016 Report). These items are not funding dependent).  
   c) Early warning process could assist with placing students with a tutor.  
   d) Possibly hire Peer Tutors (funding dependent) – additionally, discussed evening hours.  
   e) Based upon classes that have a high F/W and F/N rates – hire a PHIL 100 and/or ECON 110 peer tutor (Fund Dependent).  
   f) Hire Physics 100 tutor (Funding Dependent).

AQIP Committee Thoughts/Ideas:  
1. Grants  
2. Work Study-Have a conversation with Jayne  
3. Student Worker (Federal or State)  
4. Partner with Work Force Center  
5. Retired teacher group(s).  
6. Current student(s)  
   i. Tent tables placed on Cafeteria tables  
7. MSU-Mankato students that may need to complete an internship.
B. FYI II Team -
   a) The team is working on enhancing advising in a way that connects to the results from the FYI I project and does not violate any contract issues.
   b) Team has learned a lot and is very persistent looking for other alternatives.
   c) Major Road-block – Funding.

AQIP Committee Thoughts/Ideas:
1. What do other Colleges do? Possibly collaborate.
2. Access and Opportunity dollars?
   a. Dr. Tarnowski – possible utilize as a pilot program
3. Susan Mucha to talk with Jayne

C. Team Members- 2016-2017
   a) We have vacancies on the Steering Committee we need to fill.
   b) Discussion centered on possible candidates.
      a. Dr. Judy Shultz agreed to be a committee member (3-year term)
   c) Steering committee members will begin a recruiting campaign for individuals they believe would be good candidates.

NEW BUSINESS

A. AQIP Website Change(s):
   1. Removed an outdated video

B. CPL Action Project Team Members (AQIP Project #6):
   1. Current members:
      o Stacy Tomhave, Pete Neigebauer, Lisa Melchior, Jessica Franta, Marsha Danielson, Lynn Michel, Dr. Judy Shultz, Jenny Dumdei, Chris DeVries
   2. AQIP discussion for another faculty member – perhaps member from LAS
   3. Juliann made motion, Deb seconded. Current listed Team Members approved

C. HLC Annual Meeting Attendance (April 15th – 19th):
   1. As of this writing – Eight (8) members can attend + Dr. Parker:
   2. Dr. Tarnowski, Renee Guyer and Ramona Beiswanger are presenting.
      a. Other Proposed Attendees:
         i. Beth Danberry
         ii. Deann Schloesser
         iii. Dr. Judy Shultz
      b. Interested to attend:
         i. Juliann Brueske
         ii. Ryan Langemeier
         iii. Jodi Olson
         iv. Deb Salmon

Announcements – Future Needs

Learning from yesterday, applying today, improving tomorrow.
Renee:
A. Is there a better way to obtain Action Projects?
B. Discuss Quality Improvement
   a. Getting projects, although may be good projects, not exactly what we are looking for in regards to Action Projects
C. How do we assist all to look at the System Portfolio?
D. Fill in the Gap
E. Projects not selected as Action Projects can still be utilized as A3 projects

Dr. Tarnowski:
A. Look at Process Gaps. If Results and Improvements do not exist, then that is a starting point.
B. No Budget Committee in place, i.e. A Gap!
C. A3’s – Perhaps obtain training from Tom

P.R.I.
A. Process: Gap analysis, Discussed committee members: CPL and AQIP, Have Mid-Term Results
B. Results: CPL Members, Membership of Action Team, Review of Tutoring Team Data,
C. Improvements: Suggestions for funding, adding members, Website Updates

Meeting adjourned 11:23am

Proposed Agenda Items for February:
A. How to better communicate Action Projects request.
B. GAP Analysis.