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, Dr. Judy Shultz, Dr. Peter Wruck, Cheryl Anderson, Jodi Olson

Members Absent: Tom Kammer, Deann Schloesser

Approval of minutes:
February 12th Meeting Minutes: Jodi moved to approve, Deb second. Motion approved
March 18th Meeting Minutes: Ryan moved to approve, Deb second. Motion approved

OLD BUSINESS

A. Program Review:
   a. Will address what HLC/AQIP wants to see.
   b. Project Completed.

B. Action Project Progress
   a. Increasing Student Participation in Tutoring at SCC (AQIP #5)
      i. Jodi:
         1. Department Shared Drive – April folder posted comments.
         2. Economics: North Mankato only
         3. Philosophy – Tutors covering both campuses
         4. Professional tutor added to the list
         5. Open House for each Tutoring area.
      ii. Meet again to review Student survey and to compare first survey

   b. FYI II Team
      i. Four (4) Student Ambassadors
      ii. All is well – Implemented.

   c. CPL Action Project
      i. The Committee met April 7th
      ii. Will provide an update in May
      iii. Will provide update at AASC
      iv. Will establish CPL parameters.
      v. Possibly to present at April 29th Work Shop Day
C. Systems Appraisal
   a. Dr. Tarnowski and Dr. Wruck met with Joan Costello
   b. Campus Rubric
   c. Be in alignment with Charting the Future
   d. Process
      i. Must be govern by the Dean’s
   e. Perhaps discuss during April 29th Work-Shop Day

NEW BUSINESS

A. April 29th – In-Service Work Shop Day
   a. Dr. Tarnowski to discuss Systems Portfolio. Will confirm with Dawn
   b. CPL to educate/present

B. A3 Process
   a. Cabinet to be trained
      i. Who are we going to train
   b. Perhaps discuss during a break-out session April 29th

C. Call for Action Projects
   a. Discuss April 29th In-Service Work-Shop day?
   b. Have due in August
   c. Possible have an award – for an Action Project selected i.e. Parking spot
   d. Jodi to talk with David Armstrong

D. MACH form
   a. Provide link to systems Portfolio
   b. Need to revise the Rubric to align with the needs identified by the Systems Portfolio/Systems Appraisal

P.R.I.

A. Process:
   a. Discussed a need for more processes
   b. Develop a process for writing the next Systems Portfolio
   c. Discussed a need for a process in working with A3’s

B. Results: MACH Form updated

C. Improvements: Improved the MACH Form for Action Project submissions to focus on the focus areas identified Systems Portfolio/Systems appraisal.

Meeting adjourned 11:23am

Proposed Agenda Items for May:
   A. Scones and Coffee!!