South Central College
AQIP Steering Committee
May 13, 2016  9am-11:50am
E-132 (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, Juliann Brueske, Renee Guyer, Tom Kammer, Jodi Olson, Deb Salmon, Dr. Judy Shultz, Dr. Susan Tarnowski

Members Absent:  Ryan Langemeier, Deann Schloesser, Dr. Peter Wruck

Approval of minutes:
April 8th Meeting Minutes: Tom moved to approve, Jodi second. Motion approved

Moment of honor:
Thank you to Deb Salmon for her years of service on this committee. She is rotating out after 3 years and we will miss her.

OLD BUSINESS

A. Action Project Progress
   a. Increasing Student Participation in Tutoring at SCC- 7 classes from both campuses administered the survey. Research and Planning is tallying the results and will report soon.

   b. FYI Phase 2 –finishing their final report. We will likely review their report at our summer retreat and celebrate their completion at August in-service

   c. CPL Action Project-led several sessions at the April 29 In-service. Policy is being reviewed by AASC and Procedure will be worked on this summer by the Policy and Procedure work group. This will give the Action Project more information to work from.

NEW BUSINESS

◊ New Business
   a. Discussion of April in-service: Dr. Tarnowski says CPL was reflected as positive. Jodi felt people were engaged. ICC conversation could have used more time and perhaps smaller groups. Lots of conversation around professionalism/soft skills. Some confusion between Action Project and Process mapping. Tom-you have to take a leap of faith and put resources into changing the culture.

Learning from yesterday, applying today, improving tomorrow.
b. Review process list generated on April 29: Got some suggestions of Action Projects rather than identification of process but did get a lot of feedback and even some submitted after April 29 via email. One process that came up a lot was onboarding. This might be a good place to start process mapping.

c. Share lessons from HLC: Judy stressed the importance of benchmarks. The Systems Appraisal advised setting our own benchmarks. Renee discussed the new Assurance Argument which should be in place instead of the Systems Portfolio. It will be built more around evidence. Evidence is interpretation and explanation. May need to develop a writing team for this sooner rather than later.

d. Planning for summer and next year: Discussed retreat—will review bylaws and plan for next year. Other-Tom doesn’t have the answer but we need to find a way to get new out about AQIP and need to get more people involved. We haven’t had people take through Action Projects and how they happen. Need educational piece. Perhaps at in-service we could talk about “How you do an Action Project”. Need to review role of liaison and sponsor. Must tell people/show people enough about what happens so they hopefully feel engaged. AQIP Update-link to Systems Portfolio and Systems Appraisal.

**P.R.I.**

A. **Process:** Process mapping

B. **Results:** Process mapping workshop form, learning from HLC

C. **Improvements:** Plan for Process mapping pilot

Next meeting-Summer Retreat: Wednesday, June 15 and Thursday, June 16