South Central College  
AQIP Steering Committee 
September 9, 2016  9am-10:30am  
Meeting Room A (North Mankato) and C156 Conference Room (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, Jodi Olson, John Reinhard, Deann Schloesser

Members Absent: Cheryl Anderson, David Armstrong, Tom Kammer, Dr. Judy Shultz, Dr. Susan Tarnowski

Approval of minutes:  
May Meeting Minutes Approved. Juliann moved to approve, John seconded. Motion approved.

Approval of bylaws:  
Approval of edits made to bylaws in June was suspended. Approval required two-thirds vote of active members and we did not have two-thirds in attendance.

OLD BUSINESS

A. Updates:

1. Action Project Progress  
   A. FYI II Team (AQIP #4)-
      a) Reviewed the revised final report from this team. Renee will share the comments we have on the revised report with Susan Mucha.

   B. Increasing Student Participation in Tutoring at SCC (AQIP #5)  
      a) Team expects to have their final report submitted by the end of September. The analysis of data took longer than they were expecting.

   C. Credit for Prior Learning Implementation team (AQIP #6)  
      a) Team (Stacy) has been working on a grid for LAS course which could be earned based on CLEP and AP test scores.

   General discussion of action projects-perhaps instead of having the liaison as a “go-between” we can have action project team representatives visit our meetings once a month to report. Perhaps we take time for this the first meeting of each month?
B. SOAR Analysis  
   a. SOAR analysis from June retreat is on the Shared Drive. Briefly reviewed the SOAR and will continue to focus on opportunities and aspirations that are specific to the AQIP Steering Committee.

C. AQIP Category Evaluation teams  
   a. As previously indicated, each Steering Committee member is being asked to serve on one of the AQIP Category Evaluation teams. Steering Committee members were given their category assignments and will be contacted by Dr. Tarnowski very soon with more information. Dr. Tarnowski, Renee and our consultant Joan Costello meet next Tuesday to finalize the work plan for these groups.
   b. Evaluation teams will be asked to read their category of the Systems Portfolio, Systems appraisal and other supporting documentation to determine how we meet the category and criteria requirements.

D. Continuous quality improvement discussion  
   a. Discussion of having two subgroups to work on Process mapping and A3s. Deann and Jodi would like to work with process mapping but don't know if they will have time and aren't yet prepared to lead. Ryan will work on A3s. Juliann and John are not willing to lead but will participate in group activities. John does not want to do A3s.

NEW BUSINESS

A. Action Project selection rubric  
   a. Reviewed the action project section rubric. It is posted to the shared drive and each member will complete the rubric for each proposed Action Project before our September 23 meeting. Projects are due by midnight on Friday, September 16 and that weekend Renee will compile the project selections and send them to the committee for evaluation.

B. Membership Update  
   a) Cheryl regretfully needs to step down therefore we have an open staff position. Team brainstormed replacement with focus on selecting someone to continue the representation of the Faribault campus.

P.R.I.

A. Process: We discussed the Action Project selection process and potential changes to the reporting process-having Action Project team members attend our meeting.
B. Results:
C. Improvements: Discussed improved communication with Action Project teams and improved guidance for those teams. Discussed the Continuous Quality Improvement initiatives including Process Mapping and A3s.

Meeting adjourned 10:35 am

Next meeting- September 23 2016  9am-10:30  Meeting Room A (North Mankato), C156 Conference Room (Faribault)

Proposed Agenda Items for next meeting: Action Project Selection

Learning from yesterday, applying today, improving tomorrow.