South Central College
AQIP Steering Committee
October 7, 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: Renee Guyer, Ryan Langemeier, John Reinhard, Dr. Susan Tarnowski, Jodi Olson, Deann Schloesser

Members Absent: David Armstrong, Juliann Brueske, Dr. Judy Shultz

Approval of minutes:
September 19 Meeting Minutes: Ryan moved to approve, Dr. Tarnowski second. Motion approved

NEW BUSINESS
1. Action Project selection-the action project submissions were discussed. It is clear that by asking people to focus on need, we have done a nice job of seeing the needs. There is now, however, a lack of clear defined project ideas being submitted. Three of the project ideas submitted related to Persistence and Completion. Three ideas were presented and discussed-We could report back to campus and ask for more specific proposals of how to work on persistence and completion, these could be further developed at Strategy Forum in November or we could bring the three submitters together to brainstorm a project. The committee is leaning toward taking this to Strategy forum for development and this will be discussed next Tuesday by the Strategy Forum attendees. No project was selected at this time.
Conversations was had about ensuring we ask project submitters what they have in mind about personnel and funding for the project. We usually can’t hire new people so we need to be able to do these projects with current staff and money may or may not be available.

OLD BUSINESS
1. Membership-continued to discuss individuals who would be an asset to the committee

2. Continuous Quality Improvement Discussion
   Process mapping-Renee shared that process mapping was going to be occurring with the Academic Support Center. They will be mapping the Disability Services process. You are invited to attend. Meetings will be Wednesday, October 12 from noon-4pm, Thursday, October 27 from 8am-noon and Thursday, November 10 from 8am-noon. The business office will also be mapping the Purchasing Process and the dates and times for this are to be determined. Deann and Jodi both expressed interest in being part of this process.
P.R.I.

A. Process: Action Project submission and selection processes
   a. We need to discuss the action project submission process more.

B. Results: Identified a need to more clearly define action project submissions and have both the need and project ideas identified as well as having more information about personnel and funding.

C. Improvements: We will but have not yet improved the Action Project submission process.

Meeting adjourned 10:50 am