South Central College
AQIP Steering Committee
October 28, 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: David Armstrong, Juliann Brueske, Renee Guyer, Ryan Langemeier, John Reinhard, Jodi Olson, Deann Schloesser

Members Absent: Dr. Judy Shultz, Dr. Susan Tarnowski

Approval of agenda: Juliann moved to approve, Ryan second. Motion approved.

Approval of minutes: October 7 Meeting Minutes: Jodi moved to approve, John second. Motion approved

Approval of Bylaw revisions: Revisions made at June retreat. Jodi moved to approve, Deann second. Motion approved. Bylaws will be sent to President Parker asking for her approval.

OLD BUSINESS
1. Action Project updates
   a. Credit for Prior Learning Action Project update-Pete Neigebauer came to report on behalf of his team. Team has been very active. Had 6 objectives:
      1. Adopt a conceptual map to show the CPL process as it will work at SCC.
      2. Establish a budget structure for CPL development, implementation and operation of CPL.
      3. Create and update student forms for CPL Registrar documentation.
      4. Establish faculty internal assessment mechanisms for awarding CPL credit.
      5. Establish a CPL student fee structure.
      6. Educate the campus community regarding the CPL process and its impact on student recruitment and retention; this includes hosting faculty development workshops on 4/29/16 and 8/17/16.

Reviewed status of objectives this week-
   1. Completed concept map and shared at workshops (see objective 6) (continue to share at department meetings).
   2. Did not establish budget but still continued and were able to utilize some of manufacturing grant funds (such as CAEL workshop), budget was discussed by administrators of team only.
   3. Forms are in development. Pete driving the project while Stacy and Marsha are the principle developers of the forms.

Learning from yesterday, applying today, improving tomorrow.
4. Action Project group worked with Policy and Procedure group to pass policy and procedures with AASC-team developed by reviewing other colleges, presented draft to various constituents and worked on buy-in.

5. Team has proposed a CPL student fee structure and compensation but this is beyond their control and needs action from administration.

6. Still working on education as faculty are concerned about how they might be compensated. Some assessment will be in place such as AP, CLEP, military and won’t require compensation.

Other work includes a webpage draft has been crafted-waiting on fee structure piece, Pete would like to see this come out soon (Dec. 1??).

b. Review final report from Tutoring Services- Item tabled until Nov. 18. Elaine Hardwick will be invited to attend the meeting for questions.

2. Category Evaluation teams- For next meeting, review the AQIP Steering Committee document from Joan Costello. This will be how our committee specifically contributes to the Systems Portfolio as well as each member serving on a Category Evaluation team. Feedback was sought on the October 12 Kickoff meeting-Overall the meeting was considered to be good meeting. One positive piece was having everyone who is going to participate in the same room. Handouts were helpful.

3. Process mapping- For next meeting, review the Process Mapping document from Joan Costello. Our committee is leading the Process Mapping initiative.

4. Membership- Voted on names to be submitted to Dr. Parker.

NEW BUSINESS

Information about Strategy Forum-Strategy Forum is November 2-4 in Oak Brook, IL. Steering Committee members attending will include Dr. Susan Tarnowski, Dr. Narren Brown, David Armstrong, Ryan Langemeier, Deann Schloesser, and Renee Guyer.

Evaluation of Action Projects-
Discussed that asking for the need is still appropriate but the current focus on need doesn’t give us a full idea of what is going to occur in the project. It would be helpful if there was more on the project itself. It was pointed out that there would be a lot of pressure if they had to flush out the entire project and people might be less likely to submit project ideas. Tighter control of projects and progression of projects-more check in Could be asking as they submit project ideas

Other announcements, future needs-
November 4 meeting will be cancelled due to Strategy Forum. Lots to do so we need to find a time to meet. Times other than Fridays do not work well due to class schedules. Deann made a motion to change the meeting to 3 hours on Nov. 18. Jodi seconded. Motion passed and meeting will be November 18 from 8am-11am.

Learning from yesterday, applying today, improving tomorrow.
Discussed if committee wanted to continue having two one and a half hour meetings each month or wanted to go back to the three hour meetings. Overall people could do either but most people dislike 3 hour meetings. Renee will put together a proposed spring schedule with one and a half hour meetings unless a particular month doesn’t allow for two meetings.

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 10:43 am