South Central College
AQIP Steering Committee

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.

November 18, 2016
8am-11am
Meeting Room A (North Mankato) and C156 Conference Room (Faribault)

Meeting Minutes

Members Present: David Armstrong, Dr. Narren Brown, Juliann Brueske, Renee Guyer, John Reinhard, Deann Schloesser, Dr. Judy Shultz, Dr. Susan Tarnowski

Members Absent: Ryan Langemeier, Jodi Olson

Approval of minutes: Deann moved to approve, Juliann seconded, motion passed. Minutes are approved.

OLD BUSINESS

Action Project Updates

- Review Final report from Tutoring Services-Elaine Hardwick visiting
- Provided feedback on report-primarily clarifying questions
- CPL-continuing. Discussed if templates for assessment are going to be part of the CPL project. Yes they are.

Updates

- Category Evaluation Teams-Steering Committee members are on each of the category teams and will be providing updates and helping facilitate communication.
- Continuous Quality Improvement Discussion
  - Process mapping will continue:
  - You are invited to business office purchasing process:
    - Tuesday, Nov 29 8-noon Meeting Room A
    - Thursday, Dec 1 8-noon Meeting Room A
  - Renee will also be working with RIE on surveys.
  - Next semester processes include ASC/Library for accessible materials, eCatalog, Course Scheduling.
  - Who wants to help? David and Deann might be on board-time dependent.
  - Other process mapping desired by members of the group-student payments and IPEDS

Learning from yesterday, applying today, improving tomorrow.
NEW BUSINESS
Strategy forum report

- Narren- informative for the new guy, need data in a different form-some new, bring what we know together into one place and then make it usable. We know a lot but information is not connected to other info-more useful compact form.

- Deann- top take-away and highest frustration: learning conversations I need to be a part of and then those where I am not needed. Early alert-definitely involved in, higher level driven by higher level people—AQIP Committee, Action Projects and Committee evaluation teams are where Deann is. Difficult in the connection between “in the weeds” and 60,000 feet High Performance Institution. Clarification-need to have the right people at the right table. Make sure appropriate people are at the table for the conversation. Helpful to be with other schools.

- David-Foresight-Systems Portfolio and our event identified this as a weakness. Heard from other schools-other people’s houses are just as dysfunctional-we are on the right track. Ideas from other schools: Persistence and Completion ideas-food pantry, clothing closet, resources for Pell eligible students, interview skills training

- Renee-CI Portal for capturing, need more structure for development of CI initiatives including Action projects

Action Project selection

Early alert-may be changing name so it isn’t just FN and isn’t just early

Discussed individuals who should be involved:
Renee Contact 3 people who submitted Action Projects
Marilyn Weber or ASC staff
Professional advisor or Anthony
Deann-try to avoid inherent conflict of supervisor and employee on Tech faculty- Jay W, Jay S, Cristin Cox
LAS faculty- Deb Selbach, Kirstin C-M,
Academic Dean
Judy Zeiger
Research (Narren or other)
Laura—Student engagement and success committee members
Those who routinely use it
Those who refuse to use

Learning from yesterday, applying today, improving tomorrow.
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**CI Portal**—action project to be run by our Steering Committee, David volunteered to lead, Narren suggests calling it a CI Intranet instead of Portal. Good combo of Juliann with extensive knowledge of technology and John who shies away from technology.

**Proposed spring 2017 schedule**

Suggest 1st meeting of month have 10 minutes per Action Project for updates then set agenda for 2nd meeting including action items (could do 1 hour meeting for 1st, 2 hour for 2nd). Decided to keep meetings at 1 and ½ hour.

**PROCESS, RESULTS AND IMPROVEMENT**

**Process**—Process for doing our own Action Project  
Process of selecting action project members  
Strategy Forum  
**Results**—names for suggested members  
Plan for our own Action Project  
**Improvement**—Looking to improve action projects  
Action Project reporting structure

**ACTION ITEMS**

Renee will send out CIP Action Project registration  
Early alert first sent to Strategy Forum participants and then to all Steering Committee  
Recruitment for Early alert action project:  
Renee will contact 3 related action project submitters  
Deann will contact Jay S, Jay Winters, Deb Selbach, Judy Z, Laura B  
Judy will contact everyone else on our list

**FUTURE AGENDA ITEMS**

Dr. Tarnowski—More discussion on process mapping and how we are going to do the train the trainer model and how we are going to roll this out. Plan for A3s?

Next meeting- December 2, 2016  9-10:30am Meeting Room A (North Mankato); A156 (Faribault)

Meeting adjourned at 10:47am