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.

January 20, 2017
9am-10:30am
Meeting Room A (North Mankato) and C156 Conference Room (Faribault)

Meeting Minutes

Members Present: David Armstrong, Dr. Narren J. Brown, Juliann Brueske, Renee Guyer, Ryan Langemeier, Jodi Olson, John Reinhard, Deann Schloesser, Dr. Judy Shultz, Dr. Susan Tarnowski, Kelcey Woods-Nord, Brian Yingst

Members Absent: none

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

NEW BUSINESS

Action Project Selection
- Discussed action project submissions and rubric scores. Selected the top choice which Renee will forward to Dr. Parker for her approval.

Membership for Academic Year 2017-2018
- Based on rotation schedule there will be three openings for next year. One faculty (Jodi’s position) and two staff (replacing Deann and Kelcey).
- John will be on sabbatical for fall so we need to discuss what we should do in the event of a sabbatical.
- Preliminary suggestions were discussed. Group will consider possible members.
- Openings will be announced in the Connections newsletter but we should also do a person ask of those we think would be strong members.

Campus committees’ contributions to Continuous Improvement
- Dr. Tarnowski shared that we now have category team leads in place and most have met with their category teams.
- We have also met with the chairs of campus committees that will play a key role in reaffirmation of accreditation.
- Next week we meet with lead and chairs again to kick off the semester
- Focus of this semester and all next year is thinking about getting everyone involved and emphasizing that accreditation is the responsibility of all.

Learning from yesterday, applying today, improving tomorrow.
AQIP Steering Committee contribution to Systems Portfolio

- Getting everyone involved. People think someone else will do it, people think it is only ‘academic’.
- What are strategies for getting everyone involved?
  - Jodi suggested asking individuals to be readers to review/proofread the Assurance argument
  - Jodi also suggested using a Gantt chart for visualization of work
  - Deann suggested having a mach form for contributions of information. Use prompts such as “If I was on the committee, I would do this....” Similar to our New Years Resolutions from our Faculty/Staff meeting on January 5.
  - Kelcey suggested using the Presidential Forum as an opportunity to share and gather information-side note: Process mapping is on the agenda for next Presidential Forum
  - Deann proposed that student involvement could be solicited through table tents. Perhaps we could have a subgroup to look at student involvement.
- Contributions to Category 6
  - We need to discuss this more as a large group
  - Part of this includes our Steering Committee action project looking at Continuous Improvement documentation perhaps through SharePoint. Renee asked for a subcommittee to start work on this prior to our next meeting. Narren and Brian agreed. David was volunteered as he left the meeting early. Renee will check with David and get a subgroup meeting set up. Kelcey volunteered to let us see her SharePoint as an example if we need.

ANNOUNCEMENTS

Assessment Coordinator interviews are Monday. Committee is invited to watch presentation and hear interview of candidate. Three candidate-9am, noon and 2:30pm in Meeting Room A if you are available to join us.

PROCESS, RESULTS AND IMPROVEMENT

Process-Process for identifying information for the next Systems Portfolio/Assurance Argument
Results-Groups are becoming involved and ideas were generated on increasing involvement
Improvement-Increased involvement by campus community will hopefully occur and then this will be an improvement

ACTION ITEMS

Renee will announce Steering Committee membership opportunities via Connections. Brian, Narren, Renee and possible David will work on the Action project plan and registration.

Learning from yesterday, applying today, improving tomorrow.
Committee will consider membership and our contributions to Category 6.

FUTURE AGENDA ITEMS
Feb 3-Report from Action Project teams, Development of Steering Committee action project.

Still on backburner--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- February 3, 2017  9-10:30am Meeting Room A (North Mankato); A156 (Faribault)

Meeting adjourned at 10:35am