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.

February 3, 2017
9am-10:30am
Meeting Room A (North Mankato) and C156 Conference Room (Faribault)

Meeting Minutes

Members Present: David Armstrong, Juliann Brueske, Renee Guyer, Ryan Langemeier, Jodi Olson, Dr. Judy Shultz, Dr. Susan Tarnowski, Brian Yingst

Members Absent: Dr. Narren J. Brown, John Reinhard, Deann Schloesser, Kelcey Woods-Nord

Visitor: Kris Lovstad

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

NEW BUSINESS

Action Project Updates
- Kris Lovstad came to give an update on the Early alert action project.
- Team started by getting a report from Laura Beilke and Tessa Delany on the current process.
- Discussion on how to quantify success.
- Discussed documentation-currently using 3 different software packages. There are options that can be more efficient. Part of the conversation is dependent on MnState working on their CRM.
- Next meeting-sharing information from Amy Miller at MSU-they are going to start using Starfish as a management system
- Steering Committee feedback-we agree that early is a confusing name, reminders are helpful, mach form is hard for some to find, some faculty missed when process changed from faculty needing to send letters.
- Team next steps-information gathering, action project team is contributing information about what has been successful in the past or current process.

Development of Continuous Improvement Action Project
- Subgroup of Narren, David, Brian and Renee met earlier this week to work on project development. We envision a space for reporting and documenting continuous improvement efforts. We would also like a space
to share resources related to Continuous Improvement and a plan for recognizing and celebrating the work.

- Subgroup began project registration. Committee continued development.
- Lots of conversation on if this project was simply to develop the structure or also to pilot the structure. This will change timeline of the project.
- Agreed we want to see structure implemented and used not just created.
- Any structure we develop will need to be maintained. This is a good reason for the Steering Committee to run this action project because even after the action project is completed, the Steering Committee will continue to focus on Continuous Improvement.

Membership for First Year Experience Action Project
- This should be a topic for Department chairs and deans before it goes out to the whole campus. Dr. Tarnowski and Renee will share this with this group on Monday, February 06, 2017.
- Other suggestions of who should be consulted were discussed.
- For the newsletter, we need to describe the potential of the project.
- We should be seeking out faculty as well as staff who used to teach the course.

Membership for Academic Year 2017-2018
- Shared information about who should be asked personally to join.

PROCESS, RESULTS AND IMPROVEMENT

**Process**-Process for developing our own Action Project

**Results**-Continued work

**Improvement**-None as of current time

ACTION ITEMS

Committee will consider our contributions to Category 6 prior to meeting on Feb. 10. Dr. Tarnowski and Renee will meet with Department Chairs and Deans about the FYE Action Project.

Renee will announce the FYE Action Projects via Connections.

FUTURE AGENDA ITEMS

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 10, 2017 9-10:30am Meeting Room A (North Mankato); A156 (Faribault)

Meeting adjourned at 10:35am