South Central College  
AQIP Steering Committee  
September 1, 2017  9am-10:30am  
Meeting Room A (North Mankato) and A156 (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, Laura Attenberger, Juliann Brueske, Renee Guyer, Judy Shultz, Susan Tarnowski, Kelsey Woods-Nord, Brian Yingst


Approval of minutes:  
May 5 Meeting Minutes: Fix spelling of Kelcey’s name. Juliann moved to approve with changes, Kelcey seconded. Motion approved

Approval of By-laws:  
Approval of By-laws requires a two-thirds approval. As we do not have 2/3 of our members present, voting will be postponed.

Systems Portfolio Status Report:  
Category 1 and 6 are on hold until our next meeting with the Category leads  
Category 2- Judy Z is continuing to compile information from team  
Category 3 and 5- no representative to report  
Category 4- Marsha and Kelcey are meeting and then will work with team after Category lead meeting

Dr. Tarnowski and Renee shared that they are scheduling a meeting in two weeks with the Category team leads to outline the plan for this semester. Renee is creating category templates that have the required structure of the Category along with applicable Criteria or Core component language. The information provided to this point by the Category teams is being added to create the initial draft. This will be shared with the Category leads and we will discuss what work still needs to be done with each category. We will be highlighting the evidence that is needed for process as well as the evidence for results.

One example that was given was with Student plagiarism. Category 1.5 is Academic Integrity. One of the subcomponents is “Ensuring ethical learning and research practices of students”. Our process is to limit plagiarism by detecting and correcting instances of plagiarism. The evidence of the process includes our Academic Dishonesty Policy #4000.07 as well as the Academic Dishonesty Report form. Results would include the numbers of those reports as well as the outcome. These numbers and evaluation of them would be the evidence of the results. The evaluation could then lead us to needed improvements such as education of faculty so they understand the process and what is required.
At the meeting we will also help the Category teams think about sources of data including the CCSSE crosswalk with the Categories/Criteria.

Judy shared that Category 1 has identified a gap as needing to identify stakeholders. Brian shared Category 2 has also run into this as a difficulty. Suggestions included identify exemplars of Systems Portfolios from other colleges to see how they handled the issue.

**Action Project updates:**
FYE Action Project-Wayne Whitmore has stepped down as co-chair and is no longer on the Action Project. Susan Mucha is bringing the group together and Renee will be meeting with them next week to share our concerns with their registration and help get them back on track.

Early Alert Action Project- Renee met with Kris Lovstad and Judy Zeiger last week. They now have a plan for the semester and will be rolling out “SCC Cares” as the new name for the alert process.

CI Hub Action Project-This takes us to New Business and our work plan for the year.

**New Business**

**CI Hub workgroups**
1. Template for reporting and rubric for evaluation-Narren*, Kelcey
   The timeline for completion of the template and rubric is September-Kelcey and Narren will bring to next meeting.

2. Structure of Hub/Share Point-Nesreen*, Ryan, David, Brian
   Nesreen has started on this but Ryan, David and Brian will help discuss structure and then bring to the group for input.

3. Communication plan-Internal and External-Judy, John Harper, Kelcey (named liaison between template/rubric group and communications team to which she responded “I would like nothing more.”)
   The timeline for completion of the communication plan is October.

4. Recognition plan- Juliann, Laura
   The timeline for the recognition plan is January 2018. One possibility is to add a Continuous Improvement award for the yearly faculty-staff awards presented as in-service.

**Steering Committee subgroup assignments for Steering Committee operations**
1. Process mapping-John H, Laura A
   This is an ongoing group for which individuals are welcome to join at any time. We can certainly continue the “Train the trainer” model as your individual time allows.

2. A3 development-David A, Ryan L
   This group will be Renee’s priority to get up and rolling this year.
3. Communications Plan-Brian, Juliann, Narren, Kelcey (primarily focused on Action Project guide revision)

This group will develop a communications plan for the year which will outline what we need to communicate and appropriate timeline. The group will also develop those communications as well as revise the Action Project Guide. The Communication Plan will be reviewed by the Steering Committee at our next meeting (Sept. 15) and the revised Action Project Guide will be reviewed at our first meeting in October (October 6).

4. Systems Portfolio gaps-Judy, Nesreen

Individual category teams have already identified things we don't have or at least the team doesn't think they exist. This group will develop a process for further identifying gaps and addressing them.

As we discussed the gaps of the Systems portfolio, we recognized that we have several tools at our disposal which could help fill those gaps. The A3 team and Process Mapping team can help identify which of the gaps we need to prioritize and which tool best suits each. Once we have gaps, we can develop and plan and timeline for addressing them.

Meeting adjourned 10:29 am

Next meeting- September 15, 2017  9-10:30am ITV: Meeting Room A/A156
Agenda items-
- Report on Meeting with Category team leads
- Communication Plan Outline
- Sharing Template/Rubric for large group feedback
- Sharing Structure of Hub/Share Point for large group feedback
- Reports from Action Project groups as appropriate