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.

October 6, 2017
9am-10:30am
Meeting Room A (North Mankato) and A156 (Faribault)

Meeting Minutes

Members Present - David Armstrong, Laura Attenberger, Narren Brown, Juliann Brueske, John Harper, Ryan Langemeier, Renee Guyer, Judy Shultz, Brian Yingst

Members Absent - John Reinhardt, Susan Tarnowski, Kelcey Woods-Nord

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

OLD BUSINESS
Systems Portfolio Status Update
Renee provided the Category Evaluation Plan for Steering Committee. Each category team will select one subsection of their category they wish to develop first for our Steering Committee evaluation. After this review, teams will know if they need to adjust any part of your work. Steering Committee members will receive the Category materials to be reviewed via email. You will complete the Systems Portfolio Evaluation form for each bullet point subsection of the Category and bring your completed rubrics/forms to the Steering Committee meeting. At the meeting we will discuss each section and create a joint evaluation to share with the Category team. For next meeting, complete a review for each bullet point in the subsection provided by Category 3. You will have this by Friday, October 13.

Evaluation Timeline

<table>
<thead>
<tr>
<th>Category to be reviewed</th>
<th>Category submission date (materials for one subcategory due to Renee)</th>
<th>Category materials provided to Steering Committee</th>
<th>Steering Committee Meeting Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>July</td>
<td>July</td>
<td>October 6—review process, re-cap Category 1 work</td>
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<tr>
<td>3</td>
<td>October 12</td>
<td>October 13</td>
<td>October 27</td>
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<tr>
<td>4</td>
<td>October 19</td>
<td>October 20</td>
<td>November 3</td>
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<td>2-both groups</td>
<td>November 2</td>
<td>November 3</td>
<td>November 17</td>
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<tr>
<td>5</td>
<td>November 16</td>
<td>November 17</td>
<td>December 1</td>
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Action Project Team Updates

First Year Experience team—Renee worked with this group and led their last two meetings to try to help them refocus. Michael Slotemaker and Mark Friedman are now co-chairs. Other membership changes include Kurt Dershem leaving the team and Connie Miller joining. They are now focusing on providing resources for the content in the CCO and identifying areas that can be addressed outside of the course for all students. They are revising their Action Project Registration.

Early alert/SCC Cares Action Project—The link for reporting is on D2L homepage. It is off to the side and bottom so it may not be the clearest spot. If Tessa could tell Juliann specific dates to put the link front and center, it can be made into a news item. John H shared there are lots of alerts coming in!

Continuous Improvement Hub—In new business.

NEW BUSINESS
Continuous Improvement Hub
Workgroup reports
- Reporting Rubric—Steering Committee reviewed and revised what the subcommittee had created. Language was clarified and connected to the template for reporting. Renee will clear up the rubric language across the point values to make it consistent and bring back to a future meeting.
- Structure of Hub/SharePoint—Structure was shared. No immediate changes were suggested. The hub will still need work by someone with an understanding of SharePoint. Nesreen did most of the work and did create a video showing us how to make some of the changes. The link is on the Shared Drive in the Steering Committee folder.
- Communication Plan updates
  a. Revised Action Project Guide—very quickly looked at one item that Kelcey had a question for the committee. For the section titled “Charter Document” she would like to change this to Project Documents and then go include a short description for the various docs and their purposes (charter, registration, report, etc.) and then include the Appendix references for the actual documents. Here is where we could also clearly communicate that these documents are submitted to HLC for review. It would also be possible to include a timeline (if applicable). Steering Committee approves of this change. Kelcey will revise and bring back to a future meeting.
  b. Shared the Category and Criteria cards to be handed out at the President’s Forum on October 16.

Membership
Membership for 2018-2019—Briefly discussed that we will have a faculty chair position, a faculty position, and 2 staff positions. Some discussion on keeping the chair position constant for the next 3 year term to get us through reaffirmation. Nothing in the bylaws prevents this but all appointments are made by President Parker.

Motion to Adjourn at 10:30 Brian moved, John H seconded. Meeting adjourned.

Next meeting—Friday, October 27 @9am Meeting Room A/A156. Category Reviews begin! Bring your evaluation forms.