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 27, 2017
9am-10:30am
Meeting Room A (North Mankato) and A156 (Faribault)

Meeting Minutes

Members Present- David Armstrong, Laura Attenberger, Narren Brown, Juliann Brueske, Ryan Langemeier, Renee Guyer, Susan Tarnowski, Brian Yingst


Approval of minutes: Juliann asked for an edit to the SCC Cares project section of the minutes to indicate the team needs to give her specific dates to make this a news item. Juliann moved to approve with changes, Dr. Tarnowski seconded, motion passed. Minutes are approved.

OLD BUSINESS
A. Lessons from Peer Reviewer Training

Last week, Renee was in Oak Brook, IL to train as an AQIP Pathway Peer Reviewer.
Three key points to share:
1. Process section must cover a process and MUST answer the question being asked by the bullet point. The process must be something that is repeatable on a regular schedule and should include the 5 Ws (who, what, when, where, why) and the process is the How. For example, stating that we had a Strategic Planning event may look to some like that is a process but it really is an event. A regularly planned and occurring rotation of Strategic Planning and working toward goals then evaluating and planning again is a process.
2. Focus on core components. There are 5 criteria and 27 core components. You don’t have to fulfill every example shown under the core components but need to meet all core components for reaffirmation. We need to be looking at these now even though we are writing to the criteria.
3. Focus on evidence. We need to be intentional about having key evidence but not too much evidence and especially not evidence that isn’t supporting the core components. Reviewers will look at the Portfolio in two lights-one for continuous improvement and one as attorneys looking critically at the evidence. They will also review the past Systems Portfolio and Systems Appraisal so we need to incorporate what we can from those.

B. Systems Portfolio Status Update/Category Evaluations

Team members had independently reviewed Category 3.3. We used our individual evaluations to discuss and reach consensus on our evaluation. We did the first bullet point together and then took the next three bullet points and divided them up to subgroups. We then reported out our findings before concluding the meeting. Renee collected all materials and will be sharing the findings and comments with the Category 3 team so they can use those to improve all of Category 3. Next time we will repeat the process for Category 4 with increased time (see improvement ideas). Discussed areas for improvement in our evaluation process.

Improvement ideas-

Learning from yesterday, applying today, improving tomorrow.
• We may need to provide an outline of what a process should entail to help the category teams write fully about their process and to help ensure it is a process.

• To give proper time to these category evaluations, the committee decided to extend the rest of fall semester’s meetings until 11am. Renee reminded the committee that other work, such as the CI Hub will need to continue, so we will be using our subgroups to work outside of our scheduled meetings.

Meeting adjourned at 10:45am.

Next meeting-Friday, November 3 @9-11am Meeting Room A/A156. Category Reviews continue! Bring your evaluation forms.