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.

November 17, 2017
9am-11am
Meeting Room A (North Mankato) and A156 (Faribault)

Meeting Minutes

Members Present - David Armstrong, Laura Attenberger, Narren Brown, Juliann Brueske, Renee Guyer, Ryan Langemeier, Susan Tarnowski, Kelcey Woods-Nord

Members Absent - John Harper, John Reinhardt, Judy Shultz, Brian Yingst

Approval of minutes from Nov. 3: Juliann Brueske moved to approve, Ryan Langemeier seconded. Minutes are approved.

OLD BUSINESS
Systems Portfolio Status Update/Category Evaluations
Team members had independently reviewed Category 2.2 (student group) and 2.3 (other stakeholder group). We used our individual evaluations to discuss and reach consensus on our evaluation. We reviewed all sections together as a group instead of dividing into smaller groups because we had low attendance at the start of the meeting and many of the sections were similar. Renee summarized our thoughts and will be sharing the findings and comments with both Category 2 teams so they can use those to improve Category 2. While Category 5 still has not submitted a subcategory for review, Renee will notify the team when the documents are ready and next time we will repeat the process for Category 5 and will review information but both subgroups of Category 5.

Category 4 Gap Review
Dr. Tarnowski and Renee have reviewed Category 4 and identified gaps in addition to those the team had already identified. We are presenting these in the Sample Gap Review document for your feedback. We want to help everyone see that Category teams are not finding the information. We need to help people understand it is about systems and process not people so we are not laying blame.

Our questions for the committee-Is this helpful? People want to start doing things but don’t know what to do. How can we tweak this? Where does this go? How is it prioritized? Could be this committee, could be the content expert (ie-strategic planning: President). Steering Committee could address some of these. Dr. T got the idea from the President that some of these are occurring but couldn’t be found.

We will send the document to the category team for feedback as well as insert core components and create a spreadsheet from this info to try to better identify which core components are not being met anywhere in the Systems Portfolio. We will also do this for the other categories.

By-laws approval
Dr. Parker has reviewed the Charter and Bylaws we approved in July and has requested a few revisions. She wants it clear that the Steering Committee recommends individuals to attend Strategy Forum and we recommend Action Projects but both of these must be approved by the President. This is how we have been functioning but the
changed language makes it more clear in the Bylaws. She has also requested that in the Chair’s duties we include a regular update to be given to the President.

Ryan Langemeier moved to approve the Charter and Bylaws as revised. Narren Brown seconded. Motion passes.

**Action Projects/ Continuous Improvement Hub work**

We are a little behind where we had planned to be as we have been focusing on the Systems Portfolio. We need to get the templates, rubrics and structure completed if we are going to introduce the Hub in the spring especially if we do so at In-Service. Subgroups have been asked to work on their areas. Kelcey and Narren will work on the reporting template and rubric. David, Ryan and Brian will work on the Share Point site. Laura and Juliann will work on a recognition plan. John and Judy are in charge of a communication plan.

Discussion of SharePoint vs Mach form for people to contribute. Some prefer Mach forms while others see it as easier to have things uploaded directly to Share point. Renee will create each and then bring to the next meeting.

**NEW BUSINESS**

**A3s**

Renee gave a quick report on A3 Managing to Learn Training. Training was great and I have started an A3 pertaining to promoting returning student enrollment to increase retention, persistence and completion. There are lots of unknowns and lots of data that will be needed but this is what the A3 process is about.

Renee will work with David and Ryan as our A3 subgroup. Anyone else who is interested is welcome to join.

Meeting adjourned at 11:03am.

**Next meeting- Friday, December 1, 2017  9-11am  ITV: Meeting Room A/A156**

Agenda items-CI Hub subgroup reports, Action Project Guide, Category 5 Evaluation