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.

January 12, 2018
9am-11am
Meeting Room A (North Mankato) and A156 (Faribault)

Meeting Minutes

Members Present: David Armstrong, Laura Attenberger, Narren Brown (via telephone), Juliann Brueske, John Harper, Renee Guyer, Ryan Langemeier, Judy Shultz, Brian Yingst

Members Absent: Barb Embacher, John Reinhardt, Kelcey Woods-Nord

Approval of minutes from December 1, 2017: Judy Shultz moved to approve, Brian Yingst seconded. Minutes are approved.

ELECTRONIC VOTE
After last meeting, we voted electronically on the First Year Experience Action Project Registration. Ryan Langemeier moved to approve. Narren Brown seconded. Motion passed. The registration has been accepted.

OLD BUSINESS
Action Project Team updates
FYE Action Project
Project and team divided into 6 workgroups:
1. Research and document relevant information (SCC History, best practices, etc)
2. Gather and revise OERs (activities, lesson plans, reading materials) addressing all content areas and collect them in a single location that's accessible to all faculty.
3. Assist Dean of LAS in identifying instructors willing to teach FYE and engage in training. Establish initial training and ongoing development processes for FYE faculty.
4. Determine the most viable and sustainable methods for increasing first semester student enrollment in FYE.
5. Develop a proposal for process ownership of FYE at SCC.
6. Continue seeking feedback from FYE students

Early alert/Academic alert
- New forms have been created so there is one form for all reports.
- Plan is still being worked on for a name, branding and marketing. Team voted on Central Cares but then decision was questioned and discussed again.
- Would like to have software for tracking and managing reports. A demonstration of the Maxient software is possible but it is know this software is expensive. MnState is sending out a new RFP for a CRM and we will likely be buying into this over purchasing our own independent CRM. Timeline on this is the next year to year and a half.
- Discussion about a person to coordinate the alerts. Tessa D has been doing this but with the increased reporting the process has become cumbersome and difficult to sustain along with her advising duties.

Learning from yesterday, applying today, improving tomorrow.
• Tessa is working with Tim Anderson to create a way to document the alerts and outcomes so we can effectively pull data for analysis.

Continuous Improvement Hub
• Mainly waiting on the structure of the Hub to be something more appealing.
• David has met with MSU to explore if they can assist with SharePoint and will be sending a needs assessment to them soon. They will let us know if it is ok and then we will enter into a service level agreement that outlines cost, services and timeframe.

Systems Portfolio Status Update/Report from Steering Committee Members

Category 1
Need help with sections 1.3 Academic Program Design and 1.5 Academic integrity.

Category 2
Brian, Judy and Renee met this week and will meet again in two weeks to organize information and then take the info to the full Category 2 team for review.

Category 3
No current Steering Committee member on team. Renee is meeting with Dawn next week to work on Category 3.1 and 3.2

Category 4
We will review a section of this Category at the next meeting

Category 5
Team is looking at what is missing and where the information could be located and making assignments for the work

Category 6
Category hasn’t met because we have been waiting on other Categories to address their improvements. We should work on narrative for the processes we have outlines as we can do that without the other teams.

Other discussion on the Portfolio
It was asked if we had a writer hired yet. Narren shared that he had a few names but no one had been hired. Judy Shultz shared that she would like to see someone with AQIP experience as the writer. She will contact a friend who has been a long time AQIP peer reviewer to see if we can find other possible individuals who do have AQIP experience.

Systems Portfolio Review Plan for Spring
This semester we will continue to review section of Categories 1-5 as a Steering Committee. For next meeting, complete the Category Evaluation Forms for the section of Category 4. Materials will be shared via email and saved in the January 26, 2018 Meeting Materials folder on the Shared Drive.

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<th>Category materials provided to Steering Committee</th>
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**Communication Plan Progress**
Renee asked for feedback on the Category Card Campaign. Overall reaction has been positive. We discussed that Category posters should be hung in Faribault as well as second or even third copies hung around North Mankato—perhaps one between the B and C buildings and one in the A building. We also discussed the need to post Mission, Vision and ICCs around the building. Renee will address this with Shelly. We also discussed possible raffle prizes for those who have collected all six Category cards. The Communication Plan team will need to continue to work on this. Narren will talk to Erin and Shelly to see if they could help with the fabulous prizes.

**NEW BUSINESS**

**New Member Recruitment**
Discussed new member positions which will be open starting July 1. There are two staff positions and two faculty positions including the chair. Renee has volunteered to put her name forward for the chair position if there are no other interested parties.
We discussed possible candidates. Renee will talk with each of these people to recruit them.

There was conversation around having a staff member serve as Steering Committee co-chair. Renee said this would require changes to our by-laws and would need to be approved by Dr. Parker. There was interest in continuing this conversation at a later meeting.

Meeting adjourned at 10:50am.

**Next meeting- Friday, January 26, 2017  9-11am  ITV: Meeting Room A, B102**