South Central College
AQIP Steering Committee

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.

March 16, 2018
9am-11am
Meeting Room A (North Mankato) and B102 (Faribault)

Meeting Minutes

Members Present - David Armstrong, Laura Attenberger, Narren Brown, Juliann Brueske, Renee Guyer, Kelcey Woods-Nord, Judy Shultz, Emma Baumann, Barb Embacher

Members Absent - John Harper, Brian Yingst, Ryan Langemeier

Approval of minutes from February 9 and 23: Narren Brown moved to approve, Kelcey Woods-Nord seconded. Minutes are approved.

OLD BUSINESS

Category 3 Evaluation
Team members had independently reviewed Category 3.1. We used our individual evaluations to discuss and reach consensus on our evaluation. Some evaluations had been combined into one document rather than addressing the 5 bullet points separately for Category 3.1. Renee stated the importance of using the 2017 Systems Portfolio Structure when evaluating category submissions. Renee also reiterated the importance of addressing criteria for reaffirmation. We reviewed all sections together as a group. Renee summarized our thoughts and will be sharing the findings and comments with Dawn Pearson and the Category 3 team.

Membership Recruitment
Barb will ensure the appointment letters are sent to the interested/confirmed individuals: Tessa Delaney, Kacie Lamont, and Stacy Hohenstein. There is still a vacant position left to fill (John Reinhardt’s position). We discussed ideas for which faculty would have the capacity and interest to fill the position. Barb will follow up with Renee with a list of employees and their current commitments.

Action Project Updates
Renee reported that the annual report is due on July 1st. HLC requires us to report on one project every year, but we can have multiple projects going at a time. Currently there are three action projects: Continuous Improvement Hub which is a SharePoint site in collaboration with MSU-Mankato; Early Alert which provides easier tracking and digital flow; and First Year Experience which is aimed at improving the FYE courses/requirements for associate degree-seeking students. David reported that there is continued progress on the Continuous Improvement Hub. Narren reported that the Early Alert project is on track and should be live by Fall semester with a possible pilot yet this semester. Judy reported that the FYE group is collecting materials and sample lesson plans and may attend the On-Course training at Century in May. Renee stated that if an action project is longer than 1 year, there should be a mid-term type of report. For the report due to HLC on July 1st, the committee agreed on the Early Alert action project. The team is to report on the status of the project and future plans, and should provide to the steering committee for review before the end of Spring semester.

Learning from yesterday, applying today, improving tomorrow.
NEW BUSINESS

**Systems Portfolio Writer Announcement**
Narren reported that the writer has been hired for the Systems Portfolio. The writer is Irene Kobola who has worked for other colleges and is a current HLC reviewer. She will be visiting SCC on March 29th to meet with Renee, Narren, category team leads, and some category members.

**Category Card Campaign Updates**
Renee and Juliann will hand out Category 5 and 6 cards at the Presidential Forum on Monday, March 19th. Narren confirmed that they will have 5 minutes to speak, where they will announce the selfie challenge for in-service. This will also be posted in the Connections employee newsletter. Narren confirmed that time was included for AQIP in the April In-Service. Prizes will be given for selfie challenge winners (Large prize coffee/chocolate basket $30-40, Smaller $10-20 gift cards – Approved by Narren and David.) Keychains leftover from previous event will be given to everyone who participates. Steering Committee to take selfies for examples and email to AQIP.

**Other Announcements**

**Shared Folder for Processes**
We discussed where processes are stored on the shared drive. Renee showed different folders where processes are stored, including a Process Mapping folder and AQIP folders. Discussion to continue on whether there can be a combined folder with all processes and who should have access.

Meeting adjourned at 10:40 am.

Next meeting- Friday, March 30 9-11am  ITV: Meeting Room A/B102