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 30, 2018
9am-11am
Meeting Room A (North Mankato) and B102 (Faribault)

Meeting Minutes

Members Present - Laura Attenberger, Narren Brown, Juliann Brueske, Renee Guyer, Emma Baumann, John Harper, Barb Embacher

Members Absent - Brian Yingst, Ryan Langemeier, Kelcey Woods-Nord, Judy Shultz, David Armstrong

Approval of minutes from March 16: Narren Brown moved to approve, Laura Attenberger seconded. Minutes are approved.

OLD BUSINESS

Category 5.2 Evaluation
Team members had independently reviewed Category 5.2. We used our individual evaluations to discuss and reach consensus on our evaluation. Renee summarized our thoughts and will be sharing the findings and comments with Beth Danberry and the Category 5 team. Renee reminded the committee that the portfolio reviewers are not required to view links/attachments, so the portfolio needs to specify any details we want the reviewers to know (For example, information from the Facilities Master Plan.) The committee also discussed that in the assurance system, we will need to link all committees to a breakdown of details including how the committee was formed, details of when it meets, etc. Category 4 is working on compiling this information.

Communication Plan Updates/Plan for In-Service
Committee has received several selfies with category cards for the in-service contest. A reminder is in this week’s Connections newsletter. Renee will get names to Juliann and Kelcey to do the prize drawings at In-Service. Renee will put together a quick presentation of who submitted photos. Juliann and Kelcey will meet next week to finalize prize gifts. There will be four gift cards and one major prize. There are also keychains for all participants. Additional category cards will be made available at in-service for individuals complete their collection for future reference. Narren approved the printing of new category cards if needed. Renee will print up to 50 additional Category 2 cards.

NEW BUSINESS

Report from meeting with Systems Portfolio Writer
Dr. Irene Kovola is the new systems portfolio writer. She has a background with 25+ years of HLC peer reviewing and worked in Minnesota State for over 10 years. Her first visit to SCC was on March 29 where she was introduced to the college and category teams and leads. The committee members who met Irene were impressed and felt that her background and experience will benefit the SCC portfolio. Irene shared that May 11 is when things are due but then the real work begins. She created a sense of urgency but assured the group that SCC is on the right track at this point in the timeline. Irene focused on documentation and stressed that if it’s not documented, it’s fiction. Irene

Learning from yesterday, applying today, improving tomorrow.
will be in Minnesota from May 10 through October. Irene will go through materials especially after May 11 and she will create a Gantt chart to set additional deadlines and meeting schedules.

Other Announcements
Barb requested that Renee recruit for a faculty member to join the AQIP Steering Committee for a one-year term at both a Department Chair meeting and at In-Service.

New members have been appointed and will join the committee on July 1, 2018: Kacie Lamont, Tessa Delaney, and Stacy Hohenstein. They have been invited to the meeting on May 5th to start the transition.

Renee has set a deadline of April 20 for the Action Project Report on the Early Alert project. This will give the steering committee time to review before discussing on May 5.

Meeting adjourned at 10:46am

Next meeting- Friday, April 20  9-11am  ITV: Meeting Room A/B102