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.

May 4, 2018
9am-11am
Meeting Room A (North Mankato) and B102 (Faribault)

Meeting Minutes

Members Present - Laura Attenberger, Renee Guyer, Kelcey Woods-Nord, John Harper, David Armstrong, Tessa Delaney, Judy Shultz, Emma Baumann, Juliann Brueske

Members Absent - Ryan Langemeier, Brian Yingst, Barb Embacher, Narren Brown, Kacie Lamont, Stacy Hohenstein

Additions or Changes to Agenda – None

Approval of minutes from March 30 – Updated date, removed Jennifer Clay from members list, made decision to review the SCC Action Project Process Guide at the July meeting. After updates, John Harper moved to approve. Laura Attenberger seconded the motion. Minutes are approved.

OLD BUSINESS

Student Alert Midterm Report for HLC
Committee members reviewed the action project report individually prior to the meeting and discussed their evaluations during the meeting. The committee came to a consensus and Renee Guyer documented our evaluations and suggested updates to provide to the action project team. The committee will review the revised action project report at our meeting in July.

Continuous Improvement Hub
The Continuous Improvement Hub will contain action project reports, process mapping information, A3 information, and resources. Emma Baumann is working on designing an internal SharePoint Accreditation site, which will contain pages for AQIP, Continuous Improvement Hub, and Other Accreditation. The committee will plan a Fall rollout of the Continuous Improvement Hub.

FYE (Michael Slotemaker)
The FYE Steering Committee is working with advising and have 9 out of 11 AA students registered for FYE so far for Fall. The committee will continue focus group with students through Fall 2018 to gain feedback and understanding to identify content gaps and differences between faculty and student perceptions. The committee identified faculty/staff training opportunity through Century College, but that has not happened yet. The committee will reach out to Jennifer Clay to discuss potential training. The committee believes there needs to be one lead/owner overseeing the FYE process to ensure it continues. David Armstrong recommends that the committee get on the Dean’s council agenda to discuss potential faculty release time. Judy Shultz recommends tying the position into Achieving the Dream initiatives. Renee Guyer recommends the committee get on the agenda of department meetings so that faculty know resources and lesson plans are available.
Systems Portfolio Status Update
The category teams must have materials submitted to Renee by Friday, May 11. Narren Brown is sending out a reminder email to category leads. Renee will work with the external writer on the writing process for the systems portfolio during the summer months. Evidence identification, collection, and creation will be ongoing throughout the summer by Renee and Emma. Renee will also work on policy, procedure, and process documentation. A comprehensive, complete draft of all categories should be completed by the beginning of Fall semester. An additional goal for the summer is to utilize data to start the development of a process and inform the process as well as develop a plan for measuring the process.

NEW BUSINESS

Summer/Future Planning
The summer retreat will take place in July. The date(s) are yet to be determined. The committee came to a consensus that the summer retreat will need to include a significant amount of time on portfolio-related work including category 6 and other categories as needed. Materials will need to be reviewed and prepared ahead of time by committee members. The committee will also review the Continuous Improvement Hub and prepare for the Fall rollout.

Acknowledgements
Outgoing members: Ryan Langemeier, Brian Yingst, Juliann Brueske
Incoming members: Tessa Delaney, Kacie Lamont, Stacy Hohenstein

Other Announcements, Future Needs, Etc.
None

Meeting adjourned at 10:50am for the academic year.

Next meeting - TBA