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.

July 11-12, 2018
MSU-Mankato, Centennial Student Union, Daniel Buck Room 203

Meeting Minutes

TUESDAY

Retreat Outcome Setting
Discussed outcomes of the retreat. Identified the following as key outcomes:
- Identify current state of Systems Portfolio
- Identify next steps for Systems Portfolio including specific tasks to be accomplished
- Review and Approve Action Project report
- Review work teams, roles, responsibilities and membership
- Plan for Systems Portfolio Review with a focus on the criteria

Agenda revision (if needed and approval)
No revision was needed to meet Retreat outcomes. Agenda approved.

Student Alert Action Project Report
Kelcey Woods-Nord provided grammatical edits. A few revisions were made for clarity and report approved. Renee will submit to the HLC Action Project Network prior to the July 31 deadline.

Action Project Guide
We reviewed the Action Project Guide. It had been approved Dec. 1, 2017 and as no changes were made, no approval was needed.

Continuous Improvement Hub Action Project work
Emma Baumann shared the CI Hub on SharePoint that was developed. The Hub is now on the Accreditation SharePoint page and contains an area for individuals or departments to submit (via Forms) their continuous improvement work, a place to highlight continuous improvement projects such as Action Projects and Process Mapping, an area with continuous improvement resources and an area for recognizing/ awarding projects. The modern style page was much preferred by the committee over the previous version.

Category 6 work
Category 6 content was reviewed. Renee will make edits and this will be reviewed again by the Steering Committee in the fall semester.

Recognition
Barb Embacher was recognized for her service on the AQIP Steering Committee this past semester.
Accreditation 101
Renee presented a PowerPoint presentation about Accreditation including the Criteria, Pathways, and Assumed Practices. The intent was to review content for existing members and introduce the content to new members. The presentation is saved to the Retreat folder on the Shared drive for further review. This was also used to share that AQIP is no longer going to be a pathway option. Nothing changes until after June 2020 but at that point, we will be on either the Standard or Open pathways.

Systems Portfolio Evaluation and Status Report
Category teams are continuing to work on their drafts which are due to Renee and Irene Kovala by August 10 so they can edit and create a draft by August 20, 2018.

Category 1- Judy spent the day yesterday working on Category 1.1. Content was reduced and files were created. Category 1.3 and 1.5 have not been written. Need to get someone to work on these

Category 2- Strong work from the Student stakeholder group. Renee took their table format and created a narrative. More work is needed on the other stakeholder sections

Category 3- Work on this Category still needs to occur including documentation of process. Renee has meetings set up with Dawn for later in July.

Category 4- Kelcey has been leading the other writers. Marsha has been able to take information from the Category team back to Cabinet to implement change.

Category 5- Category 5 is back on track. Beth, David and Renee have been reviewing work shared by Irene Kovala to see what the Category should look like. Category 5.1 and 5.2 are strongest.

Category 6- Discussed yesterday.

Planning for the Year: Steering Committee
Systems Portfolio: Discussed the review of the Portfolio draft. We could review the entire draft or entire Categories or Category subsections. It was suggested that Renee and Irene Kovala identify priority areas and have the committee work on these areas. We need to focus on the Criteria over the Category now.

CI Hub: We had a template group, Recognition group, and a communication group. The work of the template group is complete aside from adding content to the CI toolkit. The Recognition group will continue to work on the awards. This team is now Laura Attenberger and John Harper. The communication group is going to pair communication of the Hub with overall Accreditation Communication. This group will be Kelcey Wood-Nord, Emma Baumann, Antwon Key, and Tessa Delaney.

Action Projects: We need to develop a plan for how to move an action project from being an action project to college-wide implementation. The team working on this will be Judy Shultz, David Armstrong, Tessa Delany, Stacy Hohenstein and perhaps Kacie Lamont.

Other: The Bylaws require “The AQIP Steering Committee will evaluate effectiveness annually. Input and feedback will be solicited. Goals and objectives will be formulated at the summer retreat and submitted for approval at the first regular meeting of the academic year, utilizing implications from the evaluation.” As we are leading continuous improvement, we must develop measurement for these By-laws to model continuous improvement. Renee and Narren will work on measurement and bring this back to the committee in the fall.
Planning for the Year: South Central College

Brainstormed: What is the most important information for people to know?
- Value of being accredited/ repercussions of not having accreditation
- Everyone is responsible/ has a role- each individual needs to understand that connection, their work impact (including students)
- Criteria
- Timeline and key requirements
- It is how we do what we do
- Asking questions is ok and desired
- Accreditation and AQIP is the pathway
- Role of Advisory Boards/External stakeholders

Brainstormed: How do we help people understand?
- Reach ALL- adjunct, part time, external stakeholders—address at an inclusive level
- Visual connections
- Identify what people know, what people don’t know (via polling?)
- Share success stories
- Communication
  - Connections newsletter-weekly info
  - SharePoint
  - Visuals
  - Email
  - Testimonies
  - Oral meetings/ elevator speeches
  - “Double messaging” with other areas (ATD, Strategic planning)
- New employee onboarding

Brainstorming: How do we know we have been successful?
- Polling (Poll everywhere)
- People are using the correct language and doing so informally
- Depends on long-term goal/what we are measuring
- More engagement
- Hub traffic

Pathway Recommendation Plan: Dr. Parker has asked that the AQIP Steering Committee identify a plan for recommending which pathway (Open or Standard) the college selects after our reaffirmation in June 2020. Renee shared a brief overview of each pathway during this morning’s Accreditation 101 presentation. Dr. Burt suggested we reach out to Irene Kovala and other especially in Minnesota State in order to help provide information. We should also seek out information at the HLC Annual Conference so by the end of spring we can have thoughts on the pros and cons of each pathway. Renee will provide the committee with web links to the HLC website (shared on the Accreditation 101 PowerPoint).

College wide-Portfolio Review ideas: The Portfolio needs to be shared with the entire college so that we can ensure the information being presented is correct and so the college community will be prepared to respond to the peer-reviewers when they come to campus for the Comprehensive Quality Review (CQR) March 23-25, 2020. We could have working sessions for each category or select highlighted areas potentially those with struggles. For a group discussion we would need proper facilitation and a clear agenda with timelines. We need to identify am means to entice people to come to the sessions. Could do a gallery walk with Post-Its for feedback. Could have structured time divided for each section. If we did this at an in-service, perhaps we could have it over lunch with half of the college having lunch and the other half reviewing the Portfolio.
**Operational Update**
The committee reviewed 2018-2019 Bylaws without changes from the 2017-2018 Bylaws. John Harper moved to approve, Stacy Hohenstein seconded. Bylaws were approved. Renee will share with Dr. Parker for her approval.
Meeting Schedule for 2018-2019 was presented. Kelcey Woods-Nord approved, Emma Baumann seconded. The committee approved the 2018-2019 Meeting Schedule. Brief discussion of moving the meeting to 8am.

**Review Retreat Outcomes Attainment**
All retreat outcomes have been met!

Next meeting – Friday, September 7, 2018