Call Meeting to Order
Time: 8:05am

Attendance
Present: David Armstrong, Laura Attenberger, Tessa Delaney, Renee Guyer, John Harper, Stacy Hohenstein, Antwon Key, Kacie Lamont, Judy Shultz
Absent: Narren Brown, DeAnna Burt, Kelcey Woods-Nord
Guests: Michael Slotemaker

Additions to Agenda
none

Adoption of Agenda
Approve with flexibility of the chair

Approval of Minutes
May 4, 2018
Minutes: Laura Attenberger moved to approve. John Harper seconded the motion. Minutes are approved.

July 11-12, 2018
Minutes: Judy Shultz moved to approve. Stacy Hohenstein seconded the motion. Minutes are approved.

Old Business
I. Systems Portfolio Update-DRAFT, Work to be done, Plan/Timeline, New members
System Portfolio: initial comprehensive draft shared, 141 pages, 65k words currently. Renee Guyer asked for committee and Category teams to review significant content gaps, fill in and then she and Irene will reduce to the required 40k word count once all content has been provided.
Strategic challenges document (in shared folder as “Strategic Challenges Aug 2018”) was reviewed by committee. Need to write better to the P, R, I and more consistently. Measure the process, highlight in results. What is currently happening is that the results don’t always tie back to the process, more of a data dump. SCC is not unique in this regard. Need to better measure the effectiveness of events and activities. Need to better tell the “learning story” and “continuous improvement story”. Identify root causes of issues, not jump to solutions that don’t address the true problem. Also, creation of polices for which there is no evidence of enforcement or follow-through is pointless and will be called out by the peer reviewers. Need to better explain how tools and methods to measure were selected. Judy Shultz pointed out that it’s not all doom and gloom, we have made significant progress in processes and documentation.

Mission: South Central College provides accessible higher education to promote student growth and regional economic development.

Vision: South Central College will be the region’s leading institution for transitioning individuals into the college environment, educating students for technical careers, and building student capacity for future study through inclusive student-centered programs and services. The college will be a committed partner in the regional economy, helping individuals and organizations compete in the global marketplace.
the last two years. Renee Guyer agreed and noted that faculty credentialing is one area that is strong, where other colleges struggle and we do not.

Reviewed summary of each category gap analysis.
All categories should have at least one Steering Committee member on them – currently Categories 2 and 3 do not. Need to increase general membership and help on Category 1, more faculty on Category 2 to better blend student and academic affairs, general help on Category 3, possibly help on Category 4 also. Category 5 is small (two members) but cannot really benefit from additional membership due to the nature of the information and documentation needed. New Steering Committee members Kacie Lamont and John Harper agreed to join Category 1, Stacy Hohenstein and Antwon Key will join Category 2, John Harper volunteered to help on Category 3 as much as he’s able and Tessa Delaney will join Category 4.

II. Plan for the Year/Retreat follow-up
Reviewed and discussed the minutes of the Steering Committee retreat from summer 2018. Discussion of who will conduct specific work going forward.
Committee broke up into these smaller workgroups to discuss: moving action projects from projects to college-wide implementation; recognition of CI projects and their teams; and communications plans for the CI Hub and projects.

III. Action Project Updates-FYE, Student Alert, CI Hub
CI Hub- Workgroups met during the meeting to continue the work and plan how to meet the objectives of their group.

Student Alert- Midterm report submitted in July has received its peer review report. This is the final peer review on action projects as the AQIP pathway being phased out. Document is in shared folder although hard to read. Contains several comments and suggestions about committee memberships. Delaney brought up student advising processes old and new, discussion ensued about highlighting continuous improvement projects that have been successful. This is one of the items we will be working on this year.

First Year Experience- Michael Slotemaker brought a one-page summary of the FYE action project team’s work. No new group work since May 4 report but individuals have been adding content and discussing how to move the project forward. Also presented information on OER materials, AA registrations, and a proposed FYE coordinator. FYE Coordinator will be presented to the dean’s council Monday, September 10, 2018.

Action Items
Action: Meet with work groups (Implementation of action projects, CI project recognition, Communication) to outline work plan for the semester
Person Responsible: Each team member
Timeframe: before Sept. 28, 2018 so you can report out at next meeting

Action: Kick off fall Systems Portfolio work for Category teams
Person Responsible: Renee
Timeframe: September 28, 2018

Adjourn
10:01am

Recorded By
David Armstrong