MINUTES

Welcome/Introductions
Cali Wade is introduced to the committee and committee members introduced themselves.

Call Meeting to Order
Meeting was called to order at 8:05am.

Attendance

Absent: none

Guests: none

Additions to Agenda
No additions to the agenda.

Adoption of Agenda
Agenda is adopted with flexibility of the chair.

Approval of Minutes
September 7, 2018 Minutes were presented. Kelcey motioned to approve the minutes; Narren second the motion. Minutes approved.

Old Business
Systems Portfolio Update
Last Friday (9/21), Irene Kovala and Renee met with most category teams (with the exception of 3 and 6) to discuss their status. Renee asked the group for feedback; David noted that the Category 5 session was very helpful. Kelcey asked about adding more members to each category team to which Renee replied that all Steering Committee members were assigned a category team if they weren’t on one already. From there, additions will be made as necessary. Judy mentioned that Category 1 has discussed having two people on each subcategory (there are 5). Follow-up with be made with Dr. Burt.

The next systems portfolio draft is due November 15th. Gaps, additional improvements, etc. will be analyzed and prepared for Spring semester work. The goal of having a complete document done is the end of February.

Highlight the importance of establishing system process and effectiveness, to ensure process continuity throughout departments as well as with individuals.

Assessment of Student Affairs is being worked on by Brian Yingst and assessment plans are in the development stages. Policy establishment is not enough, the enforcement and effectiveness of that policy Kelcey asked about gaps that are not able to be filled. Renee responded that it needs to be acknowledged and have a plan in place to address that gap (without “planning to plan”). All plans should have starting steps.

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.
Bylaws Measurement
The committee bylaws measurement revolves around education of the campus community.
The goal of the committee is to shift the focus of the systems portfolio from the categories to the criteria.
A short assessment was presented to the committee for feedback.
The committee was in agreement that the goal and learning objective of the Bylaws Measurement is appropriate. An assessment of the criteria will be developed for the campus community and the Communication team will establish a mode(s) of assessment delivery. David suggested that we ask how to best communicate this information as an open-ended question. Judy suggested a self-reporting method of their knowledge of the criteria. Dr. Burt mentioned that someone who is new may feel intimidated by the questions presented if they have no prior background in institutional accreditation. Simplify the initial assessment and move towards the more complex questions. David asked if we are looking at demographic information to identify what areas of the college are familiar with particular elements. Judy emphasized that it needs to be presented in a way that is not threatening, but instead simply to establish a baseline of knowledge. The steering committee can pilot the assessment before sending to the rest of the campus.
Multiple methods of delivery were discussed: Presidential form, division meetings, Connections newsletters. Antoine suggested that an open-ended question be added to provide the respondent with the opportunity to request additional information or ask questions.

Subgroup work
Action Project Subgroup: Judy discussed that a few projects have been evaluated and suggested how action projects would be handled once they have been completed. Each project needs to be identified as a process that should be continued or something that is not deemed sustainable. It was noted that a department or area needs to be assigned as an owner of a project to ensure that it remains both sustainable and cost effective. There are three more action projects that need to be evaluated. Kelcey moved to approve the evaluation questions and Stacy second – all were in favor.
Communication Subgroup: has not yet met, but will take some time this morning for discussion.
Recognition Subgroup: also has not yet met, but will do so before the next steering committee meeting.

New Business
Future Pathway Change
AQIP pathway letter to CEOs and AQIP Pathway Transition Map were shared with the committee. Dr. Burt asked the committee to review both documents and offer insight as to which pathway SCC should be on moving forward. Dr. Burt has been working with the Chancellor’s Office to compare which pathways other MN State institutions are on and why. There is an upcoming webinar regarding how current AQIP institutions are choosing their next pathway and she will report out to the group at the next meeting.

Action Items
Action: Communication Plan
Person Responsible: Communication subgroup
Timeframe: For Next meeting-October 12, 2018

Adjourn
Each subgroup will work on their tasks for the remainder of the time and report on their progress at the next meeting.

Recorded By
Laura Attenberger