AQIP Steering Committee
Academic Year 2018-2019

MEETING DATE
Friday, October 12, 2018
8-10am, ITV-NM Meeting Room A, Fb B102

MINUTES

Call Meeting to Order
Time: 8:02

Attendance
Present: David Armstrong, Laura Attenberger, Narren Brown, Tessa Delaney, Renee Guyer, Stacy Hohenstein, Antwon Key, Kacie Lamont, Judy Shultz, Kelcey Woods-Nord

Absent: DeAnna Burt; John Harper; Cali Wade

Guests: none

Additions to Agenda
Minutes: None

Adoption of Agenda
Minutes: Laura Attenberger moved; Tessa Delany seconded; motion carried.

Approval of Minutes
(September 23, 2018)
Minutes: Narren Brown moved; Stacy seconded; motion carried

OLD BUSINESS
I. Systems Portfolio Update
Presenter: All Steering Committee members
Purpose (Discussion/Information/Action): Discussion, Information, and Action
Time Allotted: 30 minutes

Kacie Lamont: Category 1 has been meeting once a week and members have been working on their sections. They are on track to have their draft ready by November 15. Announcement to all categories, Cali Wade is available to help dig for information in minutes, etc.

Category two: Needs a jump start

Category three: has been focused on policy development. These policies (and the policy on policy) provides foundational work and puts things in writing.

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.
Category four: Met once last week. Touched based on where the category was overall. They are going on the document in full and discovering what is missing. They find they are missing data. They are going over things this afternoon.

Category five: Irene provided a full page list of things to do. David and Steph are working to execute this to do list. We are only writing what actual happens unless it is improvements then we can write to what we will be doing.

Category six: is still on hold.

II. **Bylaws Measurement**
   Presenter: Renee J Guyer and Narren Brown
   Purpose (Discussion/Information/Action): Discussion and Action
   Time Allotted: 20 minutes

The committee edited the survey. Added a question about role at the college and fixed the wording on a couple questions and changed a scale.

Renee will take the survey to the Dr. Parker to review.

The survey link will go in Connections, the Faculty newsletter and to supervisors.

III. **Subgroup reporting/updates**
    Presenter: all
    Purpose (Discussion/Information/Action): Discussion and Action
    Time Allotted: 30 minutes

Overviews have to be realistic. The acknowledgement that this Committee does not create positions or re-organize departments.

Action project continuation subgroup

Suggested that we leverage the HR form request to create or fill a position justification section asking why the position is important and what would happen if the position is not filled. Renee suggested that this question be added to their existing questions.

Recognition

Laura spoke with John Harper about some ideas of what they did last year. Waiting to hear back from him.

Communication team

Put together the list of supervisors + marketing materials. Posters on both campuses and handouts that include talking points.

Request to be on agendas to discuss the plan to do communication through the supervisors/department chairs.

Question:

AQIP website not easy to navigate to find the information about category or criteria

IV. **Subgroup work**
Presenter: all
Purpose (Discussion/Information/Action): Discussion and Action
Time Allotted: 40 minutes

NEW BUSINESS
V. Other Announcements, Questions, Concerns?

Adjourn
Time: 9:09

Recorded By
Time: Narren J. Brown