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

Attendance
Present: David Armstrong, Laura Attenberger, Tessa Delaney, Renee Guyer, John Harper, Antwon Key, Kacie Lamont, Cali Wade, Kelcey Woods-Nord

Absent: Narren Brown, DeAnna Burt, Stacy Hohenstein, Judy Shultz

Guests: none

Changes to Agenda
Remove Pathway Transition Planning to next Steering Committee Meeting

Adoption of Agenda
Kelcey motioned to approve, Laura seconded. Agenda is adopted with flexibility of the chair.

Approval of Minutes
October 12, 2018 Minutes were presented. Tessa motioned to approve the minutes; Kacie seconded the motion. Minutes approved.

Old Business
Systems Portfolio Update
I. Renee is willing to review any content within Categories as long as she has it by November 10th
II. Category 1:
   a. John and Kacie met recently and are working off of Jennifer Clay’s draft and continuing to gather more information to input.
   b. Broken each sub-category into teams
III. Category 2:
   a. Antwon met with Brian who is currently filling in gaps within the content
   b. Renee shared that in Category 2 it would be more beneficial to get the entire team on board so not solely on one person
IV. Category 3
   a. Dawn Pearson is working on policy development with Renee
V. Category 4
   a. Meeting weekly and updating document
   b. Kelcey shared that team should be on track to submitting by November 15th
   c. Team will need to start writing to improvements
VI. Category 5
   a. David and Beth Danberry continue to work together in adding to the content
   b. They are working more thoroughly at organizing the content within Category 5

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.
VII. Plan for after next submission
   a. Renee will be working with Irene on finalizing plan after November 15th
   b. Idea is to allow all members who have wrote to the portfolio some time ‘off’ until after the new year
   c. In addition, Renee continues to provide support to all categories as needed

VIII. All members who have helped writing to the portfolio have been invited to a lunch with Dr. Parker

IX. HLC Conference April 7th-9th
   a. Renee requests that those interested in going should let her know

Subgroup work

I. Action Project Follow-up
   a. Tessa sending questions created to Renee
   b. Team members reaching out to Action Project members requesting to complete the new questions to submit to Steering Committee

II. Recognition
   a. John Harper and Laura continuing to work on materials

III. Communications
   a. Kelcey created a timeline uploaded to One Drive of important meetings/forums, etc. to share the information
      i. All committee members have been added to the One Drive folder called AQIP Communication Team
   b. Hope is that individuals update this timeline when item has been completed on a specific date noted on document
   c. Brainstormed ideas of creating posters with individuals on campus quoting what accreditation means to them
      i. Identify staff/faculty on campus that may add weight to the meaning of accreditation as individuals pass by and review the poster materials
   d. Kelcey uploaded the content to One Drive from Accreditation 101 and HLC that can be added to the posters/flyers used to provide supervisors to share with their staff
   e. There is lots of information in One Drive → Check it out 😊
   f. TO DO items addressed with committee:
      i. Timeline
         1. Pre-test will be in connections on 10/29/18
         2. On 10/29/18, Renee will provide information to supervisors to share with their team
         3. Reminder to complete survey sent out on 11/5/18
         4. Renee will request Narren to pull survey results on 11/9/18
      ii. Determine individuals to be asked to put on poster with quote:
         1. Interview Content:
            a. Focus on how accreditation impacts them and their role at the College
            b. Show the 5 criteria to see where they might fit in
            c. Capture key phrases & have them approve content on poster
         2. First Round for November:
            a. Dawn Mills – NM Campus
               i. Antwon will work with Dawn
            b. Dave Edwards – FB Campus
               i. Cali will work with Dave
               ii. Antwon and/or Scott capture picture
      iii. Sharing information at next Presidential Forum
1. Should we ask individuals to complete survey at forum if time?
   2. Concern is that there may not be time in agenda
      iv. Email communication to Dean’s and Dept Chair Meetings to be sure supervisees are sharing
          information with their teams

IV. Kelcey asked if we should consider changing the name of AQIP Steering Committee to focus on accreditation
    versus AQIP
       a. Renee will bring idea forward to Dr. Parker

Adjourn
9:31am

Recorded By
Tessa Delaney