Call Meeting to Order
Meeting was called to order at 8:08am.

Attendance
Present: David Armstrong, Laura Attenberger, Narren Brown (via telephone), Renee Guyer, John Harper, Stacy Hohenstein, Antwon Key, Cali Wade, Kelcey Woods-Nord

Absent: DeAnna Burt, Tessa Delaney, Kacie Lamont, Judy Shultz

Guests: none

Changes to Agenda
none

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

Approval of Minutes
October 26, 2018 Minutes were presented. Stacy Hohenstein-motioned to approve the minutes; Antwon Key seconded the motion. Minutes approved.

Old Business
Systems Portfolio Update including timeline
Renee shared the Timeline for the Portfolio work. Category submission from Categories 1, 2, 4 and 5 were all submitted by the Nov. 15 deadline. Renee is meeting with Category 3 later today for an update. Renee and Irene will provide high-level strategic challenges and missing items to Dr. Parker by December 7 so she can share them with the Category teams at the luncheon on December 12. Renee and Irene will continue to revise and rework the Categories and submit a second draft to Senior Leadership by December 28, 2018 which will then be provided along with a detailed list of missing items to the Category teams by January 4, 2019. Category teams will have though January 31, 2019 to submit the missing items. Renee and Irene will prepare a third draft that more closely resembles the version for the Assurance system. This third draft will be provided to the entire college for their comment. The college will have the opportunity to comment for three weeks and then Renee and Irene will create the final draft. In May 2019, the Portfolio will be loaded into the Assurance System by Cali Wade.

Subgroup work
Action Project Follow-up-question was asked about progress in getting previous Action Project teams to complete the follow-up questions. The group is unaware of how that is going and referred to Judy Shultz who has been leading the efforts.

Recognition-group needs something to recognize so we need to discuss the roll out of the Hub further.

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.
Communication- The posters for North Mankato are done but copy needs approval. For the Faribault posters, we still can’t get picture of Dave Edwards. Group reviewed the post card and Dawn’s poster. Edits were made and then these were approved.

New Business
Report from a Comprehensive Quality Review (CQR) visit
Renee serves as an HLC peer-reviewer and was on a CQR visit this Sunday-Wednesday. Some take home lessons:

- There will be meetings with various stakeholder groups around each of the Criteria as well as other topics of interest. The AQIP Steering Committee needs to focus on helping ensure people are prepared for these meetings, willing and able to attend these meetings and encourage our colleagues to be open and frank with the reviewers while being friendly and welcoming. The schedule of our visit will be set in collaboration with our ALO (Narren).
- Renee shared that the strongest session during her visit was that with the students. We will want to work with Student Life to ensure students attend specific sessions and Renee suggests that the campus tour should be provided by a student-perhaps a Student Ambassador.

Pre-test results/Communication Plan work, as needed
The survey results were shared from our “pre-test” assessing the college’s understanding of accreditation. People would like more direct communication such as email and in person. They would also like a timeline where we lay out the future of our work. Discussion of attending Department meetings to have face to face communication.

Want to help convert the feeling to positive rather than just we will close our doors if we don’t have accreditation. Discussed AQIP Category posters from last year could consolidate them and have more of them (1 or 2 that had more info on them). Need to have a Higher-level review of AQIP and Accreditation. Communication team is working on testimonial posters that will rotate each month as well as a post card that had both Criteria and Category information. These were reviewed and suggestions made for changes. Communication group will get these revised and printed.

Continuous Improvement Hub Communication
Discussed the CI Hub roll out. The availability of Hub could be introduced in Connections. Emphasis needs to be on ease of use. It would help people to see an example. Renee can load process mapping work into the Hub. Judy suggested that Brian has the Student Life Assessment Plan and it would be a good example. Other suggestions:

- engage Learning Central to do a step by step video showing use of the Hub.
- Presidential Forum-focus on continuous improvement-introduce the Hub then go to department meetings and show people how to use it.
- Could individualize the information and provide examples of what they have already done. Probably roll this out in spring.

Other announcements, Questions, Concerns
None

Adjourn
9:46 am

Recorded By
Renee Guyer