AQIP Steering Committee
Academic Year 2018-2019

MEETING DATE
Friday, November 30, 2018
8-10am, ITV: Faribault-B102, N. Mankato-Meeting Room A

MINUTES

Call Meeting to Order
Time: 8:05am

Attendance
Present: David Armstrong, Laura Attenberger, DeAnna Burt, Tessa Delaney, Renee Guyer, John Harper, Stacy Hohenstein, Antwon Key, Judy Shultz, Cali Wade, Kelcey Woods-Nord

Absent: Narren Brown, Kacie Lamont

Guests: None

Additions to Agenda
Minutes: None

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

Approval of Minutes
November 16, 2018 Minutes were presented. Laura Attenberger-motioned to approve the minutes; Judy Shultz seconded the motion. Minutes approved.

Old Business
Systems Portfolio Update
Renee shared that she and Irene were working on the high-level strategic challenges for Dr. Parker. They will be provided by December 7 and Dr. Parker will share these on December 12 at the AQIP luncheon. Detailed concerns will be provided to Category teams by January 4, 2019 and teams are expected to respond to these by January 31, 2019. Some individuals have indicated they have more time between the semesters instead of in January so if you have something you wish to work on over break please do so or seek guidance from Renee and Irene on what you could work on.

Subgroup reporting/updates
Communications –Accreditation Impact poster including Dawn Mills has been displayed electronically in North Mankato and printed posters should be up today. Faribault posters with Dave Edwards will be finished soon and will be up hopefully by Tuesday. Renee advised that the team start on the next group of posters as soon as Dave’s posters are up in Faribault. These were supposed to be our October posters and then became November posters and they are now not going to be up until December. Kelcey is working on posters which are designed to show the intersection of Categories to Criteria. These posters will be on display at both campuses.

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.
Postcards have also been developed and will be distributed through Mary and Carol at the following gatherings:

- Department Chair Meeting, December 3
- ATD Coaches Visit, December 6-7
- Management Team Meeting, December 10

Postcards will also be distributed to Student Senate through Brian (NM) and Nicole (FB) – Alternating Mondays between campuses.

AQIP Action Project Continuation - Judy Shultz provided an update. There are two projects remaining for their responses and an identification of process owner.

Recognition - The recognition committee will be meeting soon and will provide an update at that time.

**New Business**

**Report from CAO Meeting with Linnea Stenson and Discussion of Steering Committee Role**

Dr. Burt provided an overview of a webinar hosted by Minnesota State with our HLC liaison, Linnea Stenson, on October 1, 2018. The Committee was briefed on why AQIP is being sunset and the features of the two remaining pathways – Standard and Open – including which Minnesota State institutions have opted into each. Most Minnesota State institutions are in the Open Pathway. Those attending the April 2019 HLC Annual Conference are expected to bring back information regarding the Standard and Open pathway as well as engage in conversations with other community colleges and the structure they use for their pathway. The Committee discussed a plan to dedicate the summer 2019 AQIP Steering Committee Retreat to developing a recommendation on the Pathway it should pursue at the time of reaffirmation of accreditation in 2020. Committee will be provided “pre-work” in anticipation of this working session during the retreat.

**Communication Plan Work (Accreditation AND CI Hub Communication)**

The Steering Committee will also leverage the January All-Faculty In-service to feature the Criterion during the “commercial” breaks which are designed into the program. The Committee brainstormed ideas to make commercials engaging and fun. Commercials have been assigned accordingly. Criteria 1 – DeAnna, Narren, and Cali (John can consult)

Criteria 2 – Kelcey, Kacie and David

Criteria 3 – Tessa and Antwon

Criteria 4 – Judy and John

Criteria 5 – Laura and Stacey

Renee will help all teams as requested.

Committee discussed a strategy to disseminate information about the hub in January. Team expressed interest in presenting to the Management Team and Department Chairs. Committee will introduce the Hub during the in-service, during the one-hour session shown on the draft agenda; Renee will consult with Pete and Gale about the in-service agenda.

**Q & A**

John asked about the future state of leadership of this steering committee. Renee is in consultation with others who might champion this work in the future. The Steering Committee is setup to rotate new members on and off on a regular cycle and this will be an agenda item for our December 14 meeting. Please consider who you think would be good members of this committee.

**Overlap of ATD and HLC**

Renee described how our Portfolio describes what the institution does; ATD is one of those things.

Committee was reminded to participate in the ATD Coaches Visit. The schedule was sent via email prior Thanksgiving Break. The schedule is being updated to reflect the actual times when each Innovation Team will be presenting and those working on Categories are encouraged to participate during those presentations.

Renee will be attending the MSCF Board Meeting in the Metro during the Coaches visit.

**Committee Breakout Sessions** - The meeting concluded with Committee meeting breakout sessions.
**Action Items**

Action: Consult with Pete Neigebauer and Gale Bigbee about the January 8-9, 2019 in-service agenda  
Person Responsible: Renee Guyer  
Timeframe: As soon as they have the In-Service agenda approved

Action: Define the schedule for the ATD coaches visit in terms of which sessions are most relevant to each AQIP Category  
Person Responsible: Each Category member should review, Renee will share her ideas  
Timeframe: Prior to coaches visit-December 6, 2018.

Action: Criterion Commercial Conversations and Construction  
Person Responsible: All members with their assigned Criterion teams  
Timeframe: prior to December 14, 2018 meeting

**Next Agenda Topics**

Minutes: Planning for the Future: 2019-2020 Membership, Criterion Commercials at January In-Service

**Adjourn**

Time: 9:50am

**Recorded By** DeAnna Burt