AQIP Steering Committee
2018-2019
Friday, January 25, 2019
8:30-10:30am, ITV: Faribault-B102, N. Mankato-Meeting Room A
Minute taker: Stacy Hohenstein
NEXT MEETING
Friday, February 8, 2018
8:30-10:30am, ITV: Faribault-B102, N. Mankato-Meeting Room A
Minute taker: Antwon Key

Minutes

I. Welcome/Introductions
   Presenter: Renee J Guyer

II. Call to Order
    Time: 8:38
    Presenter: Renee J Guyer

III. Roll Call of Members
    Renee Guyer, Antwon Key, Kacie Lamont, Judy Schultz, Laura Attenberger, Stacy Hohenstein, Cali Wade, Kelcey Woods-Nord; Late - David Armstrong

    Absent – Tessa Delaney, John Harper, Narren Brown, Dr.Burt

    Presenter: Renee J Guyer

IV. Additions to Agenda
    Presenter: Renee J Guyer

V. Adoption of Agenda
    Presenter: Renee J Guyer

VI. Approval of Minutes
    December 14, 2018
    Minutes Approved by: Judy, Laura seconded
    Presenter: Renee J Guyer

OLD BUSINESS

I. Systems Portfolio Update including identification of needs
   Presenter: All Steering Committee members
   Purpose (Discussion/Information/Action): Discussion, Information, and Action
   Time Allotted: 30 minutes
   - Cabinet has been meeting with each category and share a writing session assignment document, which is based on portfolio feedback
     o Talk about what additional info is needed
     o Decision points
     o Questions from category teams to cabinet
     o Writing Assignments
   - After Feb 8th deadline the improvements from each category will be put in one document to be reviewed by cabinet
     o Assign timeline, who is responsible
     o How we will be implementing improvement sections
   - June 3rd is the submission date for portfolio
   - Beginning of Jan 2020 is when the highlights report is due that responds to what we put in the approval and what the system portfolio reviewers request and then the site visit individuals will ask questions to see what changes we have made and how we have done improvements.
   - Site visit will be March 23 – 25, 2020

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 Review:
  o Category 1 Judy
    - Everyone is working on their assigned parts
    - Getting together next Wed to have updated (Jan 30, 2019)
    - Judy needs to get Dr. Parker’s writing assignment from Dr. Parker
    - Kacie needs policy option for MinnState new programs
      - Possible talk to Jody Olson about system level
  o Category 2 – Antwon
    - Meet last Friday to look at bullet points need to be made, assigned tasks
    - Need more research info from Narren or Cali
  o Category 3 – Meeting today with Cabinet (Dawn and Dave Edwards) – 1/25/19
    - Cali has a few items on lists where
  o Category 4 – Kelcey
    - Meeting today to get together to go over current status (1/25/19)
    - Meet with Cabinet 1/18/19
    - Added comments to feedback list
    - Has some feedback that could be readdressed
    - Missing Mission and Strategic Planning from Parker
  o Category 5 – David
    - Meet on Wed (1/23/19) to go through Irene’s comments and assigned writing assignments to members
    - Needs: May come back to Irene and Renee for clarification on certain points

II. CI Hub (Review Revisions and Discuss Communication Plan)
Presenter: all
Purpose (Discussion/Information/Action): Discussion and Action
Time Allocated: 20 minutes
- Look at Revisions and Decide which version we want to approve
- Revisions
  o Toolkit is 2 different pieces and needs more put in and then each link is a resource
  o Link for submitting CI Project
    - Form Unchanged
  o CI Project Awards
  o Info on Projects Submitted
  o Action Projects
    - Links to each one
  o Process Mapping
    - Will use Visio to devo process mapping
    - Will load more process mapping links
  o Feedback on revisions
    - Move up the submitting project link to the top and get rid of graphic
    - Who has given approval to go into other SharePoint docs and make changes?
      - Does it need to go through cabinet?
      - Definition between committee and Ad hock committee – is there a policy for ad hock
    - Buttons at Bottom will probably not be seen maybe move them up the page
    - Maybe put all the buttons right at the top
    - Maybe move the Projects down
    - Move toolkit down further
    - Change color of “submit project” button – maybe make is gold to keep it SCC standard color
    - Make SharePoint sites a little more engaging
    - Renee send Andrew link for ASA Connect
  o SharePoint committee is trying to simplify/streamline
  o Communication outside of meeting to look at changes that Cali makes to the site, instead of waiting for out next meeting.
- Communication Plan to roll out information
  o Show supervisors the site at next manager meeting (Feb 22nd) and then they can take it to their departments meetings to share with their department members
Kelcey
- Talk to Judy about getting on Student Affairs agenda
- Touch base with CBI

Renee – share with AASC and department chairs and ask to be placed on department meeting agenda
- Math and Science department meeting next week and Renee can present
- Ag Department – TJ Brown
- Next AASC – Feb 8th

Kacie –
- Business meeting next Monday at noon (1/28/19)
- Technical meets Feb 19th

David
- Have Tracy schedule meetings
- Talk to other departments

Missing Allied Health department
  - Once department chairs have meetings scheduled then Renee will reach out to Steering committee to help present at meetings
  - Presidential Forum
    - Feb 11th
    - Kelcey and Laura will present
  - At presentation - Show SharePoint site and discuss that design may change it content will stay the same
  - Show CI Page and explain the process and form

III. **Communication Plan work**

**Presenter:** all

**Purpose (Discussion/Information/Action):** Discussion and Action

**Time Allotted:** 20 minutes

- Communications subgroup still doing Weekly Content (Accreditation 101) in Connections
- Info about Criteria in Connections, put link to OneDrive folder to Commercials presented at Faculty Workshops
- Looking for “How do you impact accreditation” poster volunteers
  - Add posters instead of rotating them
  - Antwon is working on next poster – looking to put up in Feb.
  - Asking maintenance and bookstore individuals to share instead of just students and faculty
- Cards being distributed? At Presidential Forum Feb. Check with John on location of cards, Talk about CI Hub

**NEW BUSINESS**

IV. **Other Announcements, Questions, Concerns?**

V. **Adjourn**