

SCC AQIP Steering Committee

May 9, 2012

Attending: Wayne Whitmore, Rochelle Ament, Ramona Beiswanger, Beth Danberry, Doug Yentsch, Jeff Miller, Jane Greathouse, Nancy Genelin, Brian Fors, and Dena Colemer

Not in Attendance: Terry Meschke

Guest: Pres. Keith Stover

Jane Greathouse called the meeting to order.

Approval of Minutes from meeting on April 11 and April 25, 2012

Motion to approve: Beth Danberry

Motion seconded: Nancy Genelin

Passed Unanimously

Reminders/Announcements: None

Bylaws: The second draft was presented at the April 25, 2012, meeting. Changes made as a result of the April 25th discussion are reflected in the third draft.

Motion to approve: Doug Yentsch

Motion seconded: Beth Danberry

Passed Unanimously

Due to the changes in membership, we need an additional staff member, student and the VP of Finance and Operations. Jane Greathouse will send out an email for an additional staff member, Nancy Genelin will contact the VP of Finance and Operations and Dena Colemer will contact President Stover regarding a student appointment.

Posting of Minutes: Doug Yentsch asked about communication of minutes. Jane Greathouse will get the minutes to Steve Pottenger for posting on the website and will send the link out via email.

AQIP/Assessment Coordinator: Discussion about the newest draft of the job description, in particular discussion of essential knowledge, skills and abilities. Question followed about the timeline for hiring for the position. Nancy Genelin explained the "plan":

- Once the description is finalized by the steering committee, it will be sent to MNSCU for classification. This may take as long as 3 weeks.
- When classified, the job will be posted and a search will begin.
- Opportunity for steering committee members to be on hiring committee this summer.
- Pres. Stover suggested to advertise with NCA, MNSCU

Committee agreed upon job description and it will be sent to MNSCU for classification. Decided a vote was not necessary.

Summer Retreat:

Date/time most of the committee is available: **Monday, June 11 from 10am-2 pm**

Jane Greathouse will set up a room on North Mankato campus and order lunch since the retreat falls over the noon hour. Jeff Miller asked if faculty would be compensated since this was not a duty day. Pres. Stover said "yes".

Retreat "agenda": Discussed timeline for strategy forums and what should be done before then. Nancy Genelin pointed out that homework for strategy forums will be available on August 15th according to HLC website. First forums in October and a second round in November 2012. Discussion about what may need to be done by then: information from inside/outside stakeholders, SWOT, communication to SCC campus communities, training. Ramona Beiswanger asked about the pros/cons of using more time to prepare and attending strategy forum at a later date. Brian Fors commented that it would mean "action" won't begin until fall 2013. Feeling is that we need to move forward and that we would be ready.

Plan for June 11 retreat: create communication and training plan. Dena Colemer will put together an idea of how the Strategic Planning may align with AQIP planning. Other ideas: Brian Fors suggested Action Team Handbook, newsletter.

Assignment for June 11 retreat: take a look at "lessons learned", review the communication plan put together by the sub-committee, brainstorm ideas for communication and training.

Adjournment:

Jane Greathouse moved to adjourn the meeting as the business was completed.

Doug Yentsch seconded the motion.

Meeting adjourned.