

# South Central College AQIP Steering Committee

October 2, 2012 10:00 a.m. – 11:30 a.m.  
NM Campus – E 130, FB Campus C37

## Meeting Minutes

**Meeting logistics: Members Present:** Jeff, Terry, Karen, Alex, Dena, Ramona, Cassandra, Jane, Nancy, Wayne, Rochelle, Beth, Kaycie

**Members Absent:** Donna, Doug

**Approval of minutes:** Beth moved and Rochelle seconded motion approved unanimously

**Updates:** Ramona has asked Mary about reservation for the April HLC conference in Chicago for the dates April 5-9, 2013. Dena posed the question to HLC about the costs incurred during the Strategy Forum, but hasn't received a response. Dena mentioned that SCC has been formally notified that we are now officially an AQIP institution. Dena welcomed Kaycie Billmark to SCC and the committee.

**Communication Plan:** Jane drafted and Dena revised a matrix and communication plan for the methods of communication and to whom the information will get disseminated. Ramona asked the group to divide and categorize the methods of communication. Into a quadrant of either High Cost High Value, Low Cost High Value, High Cost Low Value, or Low Cost Low Value. The Spreadsheet attached will show output from the groups

	HIGH VALUE	Mid	LOW VALUE
LOW COST	*SCC AQIP Website *D2L for Online Students *Current Faculty/Staff portal *Email for faculty/staff		*Bulletin Boards *Faculty staff portal *
Mid	In-Service for faculty staff	Connections *Bulletin boards (electronic and	
HIGH COST	Facebook --	*Newsletters *Papers to students at orientation	*Paper mail information *Twitter

**Discussion:**

Use of standing agenda items if it does not mean AQIP "presentation"/speaker is the standing item. Karen agreed to send along what she has seen used at the end of meetings. It is fine to have some plan for how we will communicate, but WHAT needs to be communicated. What is the "mission", "brand" for our initiative? May need to work on this to know what direction to go. Culture of "continuous improvement" will need to be developed at SCC. What does this look like? Does it need AQIP "written" all over it? Some communication may occur that is not "AQIP", such as reports from meetings if "continuous improvement" is part of standing agenda items, may happen as "teams" or groups affected by action projects start to report or "train".

**Strategy Forum**

Discussion about who should attend, 8 people may be the number. Discussion was had to determine whether President Stover should or would go. Some feel he may not feel like he should attend and maybe the incoming person may be able to attend. Discussion was also held about having an external stakeholder like a Board of Trustees member. Some institutions have a Board member on their teams. We are not obligated to do so but it can give a different perspective. The group will be determined after the strategic planning session in November to decide what the composition of the team will look like.

**Homework**

Wayne and Ramona will build the form for committees to use to document what AQIP process they have used during the meeting. Kaycie will begin to identify the branding with assistance from Ramona. Wayne asked for input into the website.

Ramona asked people to think about what types of training SCC and the committee will need to adapt to the AQIP process and noted we still have 10 weeks in the semester to potentially roll a training for the Fall still.

***Adjourn***

Motion was made to adjourn Wayne and Beth seconded motion carried,