

South Central College

AQIP Steering Committee

April 16, 2013 10:00 a.m. – 11:30 a.m.
NM Campus – PCR3, FB Campus A131

Meeting Minutes

Meeting logistics: Members Present: Ramona, Rochelle, Dena, Kaycie, Donna, Beth, Wayne, Karen, Terry, Doug, and Nancy

Members Absent: Cassandra, Alex, Dave

Approval of minutes: Rochelle moved to approve the minutes and Beth seconded following a small correction (typo before Wayne's name). The minutes were approved.

HLC Sharing:

- Wayne, Dena, Karen and Ramona shared his take-home messages from HLC:
 - Process important, but outcomes are really important to assessment of student learning
 - Assessment is a spiral, continuous improvement (moving away from the old model of “closing the loop”)
 - Consider sending SCC folks into the peer reviewer sessions
 - Consider changing our model of program review to one that occurs every year
 - AQIP in limbo due to a leadership change. Eric Martin is the new lead on AQIP. Sylvia Manning is doing a review of AQIP following a critique that AQIP hasn't done enough self-evaluation of their own process. This review process will also affect other areas of HLC. For example, look for the Criteria to get annual reviews.
 - Some aspects of AQIP need to be revised. For example, many participants are unhappy with timeline of the process, and the systems portfolio crosswalk with the criteria.
 - Dena will have a conversation with Eric soon regarding strategy forum
 - There is a new systems portfolio guide available.
 - Writing is very critical for the portfolio – clear and concise!
 - There are peer reviewer rubrics available for review on the HLC website

- Data reporting mechanism / compliance annual institutional update may change to include more stats/metrics. This could result in more flagging of colleges for not meeting metrics.
- The academic side of HLC is going through a transition, but they are at the same time very transparent with this process. May seem unorganized.
- Resource room organization is very important (style sheet, format/margins, font).
- Getting the right people on committees according to job will also factor into systems portfolio planning.
- Completing the PRI's – I's first then backfilling.
- Participants really like AQIP, but the cycle/timeline is frustrating. Consider consolidating the 9 categories into 7.
- MNQIP list-serve will be renewed – lead is Carla from Dunwoody.
- We should consider starting action projects now
- This last point led into a discussion of a retreat with Tom K. for Action Project process development. Bring calendar with you to the next AQIP Steering Committee meeting.

April workshop debriefing: Donna suggested that the content was good and timing was also good. Kaycie thought there needed to be an overall message following the breakouts tying things together. Jane felt that her breakout generated a lot of questions/positive dialog. Dena will have a debrief with Ani next week.

Wrap-up: The committee discussed some items that should be on our radar for next year:

- Continue/further marketing AQIP around the school
- Create standards around logo/tagline use – Kaycie will coordinate this with Scott R.
- Meeting schedule was ok with everyone
- Recognize outgoing members – Ramona will focus on this for the next meeting
- Develop a rubric to score potential Action Projects
- Review of other resource rooms – Dena will focus on this for the next meeting

Three Questions: Quality Improvement actions taken during the meeting included evaluation of training info from HLC and workshop debrief. Processes improved were setting up next years goals/plans. Data used included reviewing workshop survey results and HLC conference info.

Adjourn