

# South Central College

## AQIP Steering Committee

October 1, 2013, 10:00 a.m. – 11:30 a.m.  
NM Campus – Presidents Conference Room 3, FB Campus C37

### Meeting Minutes

**Meeting logistics: Members Present:** Ramona, Dena, Kaycie, Donna, Beth, Wayne, Karen, Terry, Steve, Brian, Julia, and Arlene

**Members Absent:**

**Approval of minutes:** After correction of several spelling errors and change on page 2 under Resource Room to “the week of” October 7, Wayne moved to approve the minutes, and Kaycie seconded. The minutes were approved.

**Introductions:** Conducted

**Updates:**

- Dena suggested we contact Nicole Hamilton for recommendations for Faribault student to be on our committee. Kaycie mentioned she had talked with Heidi W, who had told her that also.
- Deb Salmon has agreed to join our membership, and will be attending the next meeting.
- Dena is still in contact with Kathy Nelson (HLC liaison), no updates.
- By-laws – discussed committee membership and rotation. Beth moved to accept the by-laws with discussed changes, Wayne seconded, motion passed.

**Action Items:**

- Timelines:
  - Oct 11 AASC– Ramona will attend and provide information regarding AQIP Action Projects
  - Oct 21 – Presidential Forum – official kick-off of Action Projects - Dr. Parker will announce at forum
  - Oct 21 & 28 – Roll out to students by attending Student Activities Board meetings – NM & Fbo (Fbo 28th, Karen will assist.) Also plan to attend a Student Senate meeting. We will draft an overall communication to students, along with targeted communication. Kaycie is also looking into a student forum.

- Call for Action Projects: after the kick-off on Oct 21, Reminder to be sent November 4, Close applications on November 8 (but still accepting on a rolling basis), Section of first projects by Steering Committee November 19.
- Will need to notify Action Project teams of projects selected before break so training can get planned.
- Action Project Application web form – design complete, Steve is working on building it.
- Communication Plan – Kaycie will complete and provide at next meeting.
- Form Letter of opt out/in – complete
- Data base for project applications – done
- Rubric – Kaycie introduced what she has developed so far. Terry, Wayne and Donna will test it against existing Action Projects and give her feedback by Friday, October 4<sup>th</sup>. Ultimately we will have the rubric be an online tool using Remark. Discussed ranking the projects after scoring with the rubric, and being transparent to the college community what the action project idea needs are (i.e. specific goal areas, project lengths, etc.)
- First Review Date of Action Projects – will be November 19, but we will be having discussions leading up to this meeting
- Action Project Guide – Kaycie has the rough draft in place and will have it ready for the Oct 15 meeting. We had discussion around a liaison for each Team, and how to best make sure each team kept on track with their project. The guide will lay it out.
- Resource Room, System Portfolio – Kaycie is setting subcommittee meeting dates/times.
- Finalize charter template – done
- Determine follow-up reporting – done
- Determine training – come to Oct 15 meeting with ideas on training needs and opportunities.

### **3 questions:**

1. Identified processes for reporting, action guide, rubric.
2. Our selection process was improved.
3. Data used was advanced materials.

**Next meeting is October 15.**

**Adjourn**