

South Central College: AQIP Steering Committee

March 4, 2014 1000 hours – 1130 hours

Members Present: Wayne Whitmore, Steve Pottenger, Kaycie Lawson, Dena Colemer, Beth Danberry, Debra Salmon, Donna Marzolf, Ramona Beiswanger, Terry Meschke,

Members Absent: Steve Pottenger, Brian Fors, Karen Snorek, Arlene Eliason, Susan Tarnowski, and Julia Miller

Guests: Ramiro Alvarez

Additions to Agenda: In-service

Approval of February Meeting Minutes: First vote by Kaycie Lawson: Seconded by: Donna Marzolf

Updates: We have two hours at in-service for which to plan.

Strategy Forum Details:

Posters from forum were presented. Ground rules were established. Consensus, respect, ask questions, voice it all, and record it. Vision- create a project to focus on action projects. Team progress measures- tangible, communication, and involvement. Focus, leadership (culture change, clarity, and inclusion), and learning are three high performing institution attributes. Stakeholders were also discussed, including students, employees, and the community: would our action projects help these stakeholders? It is reported that SCC is far ahead of many colleges that were attending the forum.

Timeline: we have six weeks to register the first action project (through April 4th). Capital equipment will be the first one. We then have until May 1, 2014 to register the next project. There is a move in MNSCU to revamp program review, so this may impact our project. The third project is due on October 1, 2014. Once we have three in play, we always have to have three; as one retires, another has to begin. Wayne asks how do we get college members to participate on the action teams? Dena suggests that the planning of a project would be the project. The next project would then be the project that was planned for in the previous project.

Systems portfolio is due June 2015. Data collection and writing will begin this summer, with a draft set to be done by December 2014. Action

projects will feed into this document. It is an ongoing electronic self-study by HLC. There are now six AQIP categories.

First Projects:

FYI- First Year Initiative- will have a strategy forum on campus. Can include counseling, persistence and completion, and readiness. Drivers for this are data and best practices, current interest, finances and budget, and system office requirements. Restraints include the union, time, interest, money, dissention, and current policy. Drafted an action project charter for FYI. Goal of this is to retain students and create stability. The focus is on the first year of the student's college experience. Not discounting steps already taken, but utilizing accreditation to drive new initiatives. A forum is going to be scheduled hopefully by the end of the semester. Deb Salmon wants varied times offered, such as evening times. Donna Marzolf asks if it could it be the two hours during in-service that we kick this off?

Program Review: second action project chosen as well. Designed to focus on program improvement rather than simply reviewing the program.

Capital Equipment Purchases/Large Equipment: improving efficiencies around the college to make this process better.

Teams: How do we select teams for action projects? We recommend people and ask them to participate. Capital Equipment: Karen Snorek would be a great person to serve on the capital equipment purchases group. Department chairs, A building faculty, and other faculty were recommended. Program Review: Beth, Kaycie, Dena, faculty who have been through program review recently. Send out "Open call" and anticipated outcomes, timelines, time commitment, any existing current policies, and such with the requests. *Steve, Beth, and Kaycie will help to draft the charter/open call letter.* This will need to be communicated this week for the first action projects.

Non-selected Projects:

Non-selected projects have been identified and communicated with in regards to their projects. Were they not projects or are they going in line for next go-around of action projects? They were forwarded on to appropriate areas of the college if they were not projects. The committee has no action to take at this time, as the coordinator will handle this next step.

It was suggested we post non-selected ideas to the website. Dena suggests a workgroup to review the process of applications. Wayne, Dena, Kaycie and Ramona have volunteered to do this. Ramona will set up a future meeting.

In-Service:

We need to set up a planning team for the in-service. Donna, Wayne, Kaycie, Ramiro and Ramona have volunteered to be on a planning committee. Ramona will set a meeting up immediately.

Wrap-up/Three Questions:

Quality improvement actions: See above minutes.

Data Used: Information from Strategy forum.

Processes improved: In action... working on this.

Meeting adjourned: 1137 hours

Next Meeting: March 18, 2014