

## South Central College: AQIP Steering Committee

March 18, 2014 10:00 am – 11:30 am

**Members Present:** Wayne Whitmore, Kaycie Lawson, Dena Colemer, Beth Danberry, Debra Salmon, Donna Marzolf, Ramona Beiswanger, Susan Tarnowski, Arlene Eliason

**Members Absent:** Steve Pottenger, Brian Fors, Karen Snorek, and Terry Meschke

**Additions to Agenda:** None

**Approval of March 4 Meeting Minutes:** Motion to approve: Debra Salmon: Seconded by: Wayne Whitmore; motion to approve passed.

### Updates:

- No updates on applicants for open positions for next year.
- A group of 6 will be representing SCC at the HLC conference: Dena and Dr. Tarnowski (who will also be attending the AQIP accreditation workshop), Dr. Parker, Ramona, Wayne, and Donna.
- There is a meeting today at 2pm to begin planning AQIP presentation for the April 11 in-service.

**First Action Projects:** Many things were discussed in regards to our first action projects. Deadline for submission of our first project is April 4<sup>th</sup>. We will be submitting either the Large Capital Equipment Purchase Request Process, or Academic Program Review update to Program Improvement, whichever is ready first. Dr. Parker had provided the charter template, which Cheri & Bob helped revise with some AI twists.

An optimum number of people on a team was considered, with anywhere from 6 to 12 being mentioned. Ideally we would like a broad representation of the college on every team, with the appropriate people included depending on the topic of the action project.

We laid out the roles of the Sponsor (decision-maker, budget, constraints, help develop charter and then receive updates on the project as it progresses), Team Leader (coordinates work, keeps project on task and moving forward, liaison to sponsor, delegates duties), Team Members (contribute to project).

We also deliberated how best to recruit team members and determined Ramona will send out an email with an open call, inviting all to participate. We discussed approaching the various union leaders before the call goes out, but because of the time factor will pursue that afterwards. A Team Leader for each project will be determined after the call has been answered. Steve P will be recruited for the Program Review Action Project for his Project Management skills and experience, and Tom Kammer will be recruited for the Capital Equipment Action Project for his Lean skills and experience. We can also recruit other key members as necessary.

Regarding the Program Review action project, Dr. Tarnowski was asked for her opinion if only Academic Programs should be address with this project, or if service areas should somehow be also included. She indicated that while it would be useful for service areas to have measures and data to utilize for continuous improvement, this Action Project should focus on Academic Programs only. The question was also asked who would be the appropriate sponsor, and she & Dena will have further discussion around that and report back.

### Wrap-up/Three Questions:

Quality improvement actions: revised charter – process for building teams.

Data Used: templates for charters.

Processes improved: selection process for teams.

**Meeting adjourned: 1100 hours**

**Next Meeting: April 1, 2014**

