

South Central College

AQIP Steering Committee

May 6, 2014 10:00 a.m. – 11:30 a.m.
NM Campus – PCR-3, FB Campus B109

Meeting Minutes

Members Present: Ramona, Dena, Beth, Steve, Brian, and Karen

Members Absent: Donna, Wayne, Terry, Arlene, Deb, Susan, Julia, Kaycie

Approval of minutes: Tabled until next meeting due to lack of quorum

Updates: Planning for FYI Action Project: 32 have RSVP'd. Good mix of faculty and staff. Core team has been meeting to prep for the May 19-20 planning days.

Action Items: Discussed agenda items that did not need a vote

- Thank you to our outgoing committee members: Wayne, Beth, Terry.
- Update on Program Review and Large Capital Equipment Purchase Process Action Projects.
 - Program Review: Working on charter. Looking to survey faculty/admin before end of semester. Discussing vision for program review from AI perspective.
 - Large Capital Equipment Purchase Process: Charter posted to AQIP, summer meetings scheduled.
- Annual Report to campuses re: AQIP. Ramona will draft and bring to first meeting in the fall for feedback. Ideas from the steering committee:
 - What is AQIP? (short version)
 - Steering committee membership
 - Action project summaries, membership of teams, progress reports?
 - Recap of the previous year's actions
 - Send out to all employees, all students, advisory groups. Brian commented we cannot overshare.
 - Keep it shorter – perhaps electronic with links to information (such as membership, teams, projects, etc...)
 - Post on the board by research and planning

- Get the website information current before so we can link to accurate information. Kaycie will send login info to Ramona. Steve will help Ramona learn to post/change info. Committee members: review the links on our SCC page and let Ramona know what needs to be updated.
- Please forward ideas as they come to you...
- Systems Portfolio:
 - Kaycie will draft out a matrix. Looking for a work group to determine the “who” knows “what” so we can ask them to help provide the information/answers. The work group will also help gather info, line up focus groups, send questions to those on the matrix, follow up as needed by Oct 1. Ramona, Brian, possibly Donna have volunteered... anyone who was not at the meeting but is interested can let Kaycie/Ramona know.
 - Draft will be done by end of December for the steering committee to review. Possible for a college-wide review in March. Kaycie will check on need for public review.

Wrap-up/Three Questions: Quality Improvement actions taken during the meeting included updating the website and discussing communication. Data used was info on action projects. Processes improved were managing projects.

Adjourn