

# South Central College

## AQIP Steering Committee

September 16, 2014 10:00 a.m. – 11:30 a.m.  
NM Campus – Meeting Room A, FB Campus B109

**Members Present:** Arlene, Brian, Deb, Karen, Steve, Donna, Ramona, Susan, Kaycie

**Members Absent:** Ramiro, Peter

**Approval of minutes:** Karen approved minutes, Steve seconded. The minutes were approved.

### Committee business

**Membership Recruitment:** We received notes of interest from these four people and sent the names with recommendations on to Dr. Parker for selection.

**Chair Transition:** Committee discussed pros and cons of different scenarios regarding the chair position, including faculty/staff co-chairs – faculty gets release time whereas staff do not, support structure for chair, shadow opportunity. The committee agreed to let the bylaws stand and put out call for 2 faculty positions, one is a chair at 50% release.

**Meeting day and time:** The committee reviewed the doodle poll results and agreed to move to a once per month meeting beginning fall 2015. Brian moved that we select the 4<sup>th</sup> Friday of the month 1-4. Deb seconded. All approved.

### Update on Action Project Progress

**FYI team discussion:** The committee reviewed the list of individuals interested in the project and suggested additional folks who might be interested. The committee determined that in addition to the people who put their names forward, Ramona will approach John Engquist to participate on the committee.

**Mid-project report form:** The committee reviewed and discussed the mid-project progress report remark form. Deb suggested we add a question asking if teams have accomplishments not listed in the deliverables. Language of the questions changed to reflect completed nature of the deliverables.

### Steering Committee Tasks/Assignments

**Systems Portfolio:** Kaycie asked the committee to participate in crafting Category 6. This category challenges the college to describe how the college uses continuous quality improvement and how it incorporates AQIP principles as a “way of doing” at the college.

**Action Project Proposals:** Deb and Ramona will work on changing the action project proposal to one that reflects more of the need rather than perceived solutions to challenges at SCC.

**Three Questions**

**QI:** doodle poll, conversations of transitioning new members, tweaked project form

**Data:** doodle poll, names to make recommendations

**Process:** chair, form