

South Central College

AQIP Steering Committee

October 21, 2014 10:00 a.m. – 11:30 a.m.
NM Campus – Meeting Room A, FB Campus B109

Members Present: Arlene, Karen, Steve, Donna, Ramona, Susan, Kaycie, Ramiro, Peter

Members Absent: Brian, Deb, Tom

Approval of minutes: Kaycie motioned to approve minutes, Steve seconded. The minutes were approved.

Welcome and Updates: Welcomed Ramiro. Kaycie reminded those who were not able to make the October 7th committee meeting to send her your responses to the “Culture of Quality” interviews. You can certainly answer yourself, but it is ideal if you can interview another.

Committee business

Training of new members:

- Follow up from last meeting, when asked to brainstorm training ideas for new members. Will get info on budget to we know how many can attend the HLC conference. Prioritization to the chair and newest members, based on budget. Will be held March 28-31. Important to reserve rooms as soon as we know what budget will allow. Think about attending if we have the \$.
- After last meeting, Peter recommended a PPT presentation for training new members. He asks that committee members share “what I wish I had known” and “what I need to know” type questions so we can find the answers and get them in the presentation.
 - Brainstormed info that would be good for a new member to know
 - members roles and responsibilities : tasks, but also promoting quality improvement on campus
 - expectations of members
 - processes that are in place for the committee (for example, how to suggest an action project; action project guide)
 - accreditation requirements (systems portfolio, quality check up, action projects)
 - annual goal/mission beyond by-laws?
- Brainstormed other training ideas:

- Retreat/training when info/ideas can be shared and annual goals/objectives can be discussed
- “onboarding”/mentoring for new members
- HLC conference attendance

Steering Committee Tasks/Assignments

Systems Portfolio: Group work to assist Kaycie with crafting Category 6 response. 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.

- Brainstormed CQI initiatives on campus
 - Systems portfolio
 - Action projects
 - Assessment/SLO
 - Program review
 - Committees:
 - Online action/online learning committee
 - Quality matters
 - Student learning/student engagement committee
 - Curriculum committee – the new process
 - TACT grant
 - AMP (manufacturing)
 - AMP/AIM – (academic motivation program)
 - Early Alert
 - Strategic plan
 - Website re-design
 - Bonds for N Kato and Fbt reconstruction
 - Revisiting student affairs processes
 - Math 75 redo
 - Readiness/reading/writing coursework redo
 - Onboarding and open houses
 - Updating courses/program requirements
 - Right Now technologies
 - Tools based on data: enrollment funnel and return eligible list tools
 - Expanded “visit” programs – ex: PSEO, “career-oriented” visits (targeted promo events)
- Worked independently to write down a process for one of the initiatives listed above (or other initiative more relevant to your area).
 - ***If you were unable to attend today, it would be helpful if you were to pick one of the initiatives above (or another more relevant to your area) and type of the process, as you know it. If you forward on, it can be included in our discussion/sharing at the next meeting.***

- Goal was to share the process and look for “gaps” or questions about the process so we can share complete processes with Kaycie. Additional goal: once shared, consider what we can do to improve and/or what has been done.
- We ran out of time after Ramiro shared AMP (formerly known as AIM) and Early Alert.
- Members decided to table the rest to share at the next meeting. They will type up responses and send to Ramona to forward on.

Three Questions – Ran out of time. Signal to Kaycie and Fbt not available to finish.

QI:

Data:

Process: