

AQIP Meeting – November 4, 2014

Attending:

Debra Salmon, Ramona Beiswanger, Kaycie Lawson, Peter Johnson, Susan Tarnowski, Steve Pottenger, Arlene Eliason, Ramiro Alvarez, Donna Marzolf

Karen Snorek, Tom Kammer could not attend.

The meeting was called to order by Ramona at 10:10.

No additions to today's agenda.

Susan moved to approve the minutes from the last minute. Steve seconded. All approved.

Updates:

Susan took both action projects to the Deans and Chairs and directors to their bi-monthly meeting. Wayne Whitmore presented the Program Review project. Curt Dershem brought the Welcoming and Informed Environment project. Described why the scope of the project was narrowed from the May workshop. Agreed to ask students and plan to do a 20-minute survey with several faculty members and their students. The survey will be tried to get out Nov 17-18th the first survey and a second survey in the next semester. What are your perceptions on how we do well on welcoming students.

Arlene asked about how to prevent duplication of the survey?

This project ends April 1, 2015.

The next project takes the results and the workshop results to determine the next results.

Capital Equipment Purchase Project. They have asked for a survey tool for that project. Need to request an update from this committee as we begin to involve the chairs and deans more.

Continuous Quality Improvements CQI

QM – Debra highlighted. This information is all available online.
<http://online.southcentral.edu/faculty/QM.html>

We have a process online for all new online courses.

There's a self-check rubric based on the QM Rubric. QM is a national standard for online course.

Our online committee wanted to revise the process this year but it is on hold because the positions were on hold in this area.

It is not a policy. There's no meat to the process. Faculty can ignore the recommendations. This hasn't been revised since we've had department chairs.

Our process includes our own criteria as well as Quality Matters rubric grading.

Donna – Reporting Tools for Student Affairs – Pull registration by date as we registration.

Compare slice-in-time from now and same time last year.

Carlton sent out a request for projects for students. We are working with them with ISRS data. We now have preliminary information on student input variables (what students bring to campus) that affect success and completion. Their project will give us a good demographic array by the end of January 2015.

Preliminary data example: Students eligible for Pell but did not apply had more success.

This will help a lot with the FYI.

Curriculum Update – The process is being refined. This project is exemplary of how a process should be done. This is a really good example of QCI. It is further enabling faculty ownership of curriculum. This is based on the WIDS tool.

Steve – Website update We've reviewed the analytics seeing what pages are being viewed. We did a survey with students. Working with marketing.

Ramiro – AMP and Early Alert Program. This could be an AQIP Action Project in itself. As we get the CRM, Oracle RightNow Service Cloud. This process will change dramatically. The CRM will allow us to track and communicate with our students. Advising notes,

AMP – Academic Motivation Program.

Benchmarks - 67% completion to stay in good standing. 2.0 GPA is required to be in good standing.

How an Idea Becomes an Action Project – Steering committee should keep a repository of ideas. For example, the student engagement committee set up an overview first to see what is being done first. There should be a way to capture and review of ideas. Each time a call goes out these ideas could be reviewed and championed.

We could also save processes that are working that may not be AQIP projects.

We need a place showing what is happening in Strategic Planning and AQIP and how they work together. Cross-walk data from the various silos of information/ideas.

This could be an open document on the website allowing people to add to the discussion. This could become a good resource of “Who would develop this further?”.

Steve can talk about options, allowing people to give feedback on Project Possibilities. There should also be tracking information to keep track of who is working on it.

This type of communication would help prevent duplication on action items that are happening on campus. We could show this to HLC when they visit.

Tasks and Assignments

Systems Portfolio Work – Category 6.

What does the campus know about AQIP. To determine what they don't know.

This will highlight what we need to educate and train about.

Do they know the project ideas and teams?

Are they familiar with the AQIP process? Refer back to previous AQIP training has been done.

We need to train about the cycle. When are we going to have a visit? When is the first project due.

Focus groups? Video? TV info on campus?

What are we going to train on? (The top 5 things)

1. Why are we doing AQIP. What is it doing for us?
2. Why doesn't AQIP have a U?
3. AQIP cycle. When a visit. When is Systems Portfolio due? What is the eight year cycle? What is a Systems Portfolio
4. What is an Action Project? A way of CQI on Campus
5. What are the current projects and what is going on?
6. Why do I want to be on an AQIP project?

Ways of Getting the Word Out (do all of these for repetitive power)

- This could be a very short course in D2L.
- The video gave us the best response.
- Blurbs on the screen, email blasts, directing them to the course (which is very engaging). Once they finish the course they can see the video.
- 1 min video or less that talks about one point every week. Utilize multimedia students.
- Course with 1 min videos embedded into it.

- Post them on Faculty Staff page and student page.
- Messages on monitors pointing to the web page videos.

We will have time in the January Workshop to present some of these things.

The meeting was adjourned at 11:30.

Minutes by Peter K. Johnson