

South Central College AQIP Steering Committee

August 21, 2015 9am-11am
Meeting Room A (North Mankato) and C37 (Faribault)

Mission: The AQIP Steering Committee shall guide and support the implementation of AQIP as a model for continuous improvement and continued accreditation at the College as it relates to the SCC integrated plans under the governance of the College and President.

Meeting Minutes

Members Present: Cheryl Anderson, Juliann Brueske, Renee Guyer, Tom Kammer, Ryan Langemeier, Deb Salmon, Dr. Susan Tarnowski

Members Absent: Dr. Peter Wruck

Approval of minutes: May meeting minutes were unavailable. The May minutes and the minutes from this meeting will be approved in September.

OLD BUSINESS

Action Register Action Items Follow-up/Check in:

For August 21-Ramona and Renee were going to Review communication plan for call for projects. We have discussed this and will be announcing the call via the Connections Newsletter, the Student Life Illuminate Newsletter. Suggestions were made to connect with Department chairs to have them announce at department meetings and Tom volunteered to communicate with CBI staff. If we don't get responses we may need Dr. Tarnowski to send an all campus email.

For September 11-Ramona and Ryan are reviewing the Mach form and adding information on project pathway. Also assigned for this date was to examine a pathway to incorporate A3s and develop a plan for follow up on projects which are not selected as Action Projects but are handed off to departments. These will be placed on hold until our discussion of the Continuous Quality Improvement section of the Academic Master Plan which will occur at the next meeting on September 11.

Update on Systems Portfolio: Lisa Lamor has outlined entire Systems Portfolio document. She is creating a matrix to identify areas where more information is still needed. Dr. Tarnowski will take the needs matrix to the cabinet. Cabinet members will assist in filling in information or in contacting individuals who can provide missing materials. For the Processes-sometimes they need improvement and sometimes they don't even exist but we will identify that honestly. We have some Results. We have very few Improvements but they aren't always linked to our Processes and Continuous Quality Improvement and we don't want to have things that aren't linked. Dr. Tarnowski is looking for individuals who are willing to read. She wants "English folks to review grammar as well as content area experts to read and edit. Renee has volunteered to read. At the next meeting we should review the outline and gap matrix.



Learning from yesterday, applying today, improving tomorrow.

Update on Action Project Progress

Program Review- Farm Business Management Program Review is in progress. Their team meets in October. Other participants have been surveyed (those participating in program review last academic year under the new process). Process is being tweaked based on the feedback the team has received. Example-Request from reviewers that materials be arranged virtually in the order in which they should be read. Process is now based more on Appreciative Inquiry and has become more of a strategic plan. Focus is on what the program looks like when things go well. Action Project should close by the end of fall semester. Steve Pottenger will be creating a process map of the program review process for inclusion in the Systems Portfolio.

FYI II team discussion- Team is focused on enhancing advising. As their sponsor, Dr.Tarnowski met with Susan Mucha, the team lead, and discussed the possibility of having focus groups to identify needs faculty have for training and information. This is still a preliminary idea and will need to be worked on by the team as a whole. The team is working on enhancing advising in a way that connects to the results from the FYI I project and does not violate any contract issues.

Tutoring Services-This team has discussed evaluating barriers to the use of tutoring services and evaluating use of in class tutors. Their current proposal is to gather information about the barriers to use of tutoring services and then determine based on the results what their next step will be.

Discussion about the call out for the next project- Discussion centered around needing to get the word out about projects and how they aren't just part of the 'academic side' of the college. We really want to get more staff members involved with suggesting projects and participating in the teams. One thought was to go to departments and perhaps even union meetings to discuss how Action Projects would apply to staff. Agreement was to do this once we had a process in place they could use to address issues beyond just the action projects- perhaps A3s.

NEW BUSINESS

Membership- We have vacancies on the Steering Committee we need to fill. Peter Johnson went on phase retirement and has left the committee so we need one faculty member. Ramiro Alvarez has left the committee due to time commitments with his other roles in the college so we also need a staff member. Ideally we would have a student member too. Discussion centered on possible candidates. Steering committee members will begin a recruiting campaign for individuals they believe would be good candidates. Renee will put information in the Connections on how interested individuals can volunteer. Faculty members need to be recommended through MSCF union. Renee will also contact Heidi Wyn about recommendations for students to be involved.

There are also some spots which have been vacated on Action Project teams. It was decided that if the team felt they needed to recruit more help they could do so.

Planning for next meeting (Friday, September 11, 2015 9am-12pm):

- We will review the Systems Portfolio Outline and Gap Matrix analysis.
- We will discuss the Master Academic Plan and how to incorporate Continuous Quality Improvement and possibly A3 projects.
- We will review the roles of action project team liaisons, sponsors and action project team leads. Job duties will be outlined. Plan on bringing 3-5 duties you would expect each of these individuals to perform.

Meeting adjourned 10:40am



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