

**South Central College
AQIP Steering Committee**

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.

November 13, 2015
9am-12pm
E132 (North Mankato) and C36 (Faribault)

Members Present: Cheryl Anderson, Juliann Brueske, Renee Guyer, Deb Salmon, Dr. Susan Tarnowski, Tom Kammer, Jodi Olson, Deann Schloesser, Dr Judy Shulz

Members Absent: Ryan Langemeier, Dr. Peter Wruck

Guests: Ramona Beiswanger, Judy Zeiger, Dean of Student Affairs

Approval of Minutes: October meeting minutes—Jodi moved to approve, Cheryl seconded. Minutes were approved.

NEW BUSINESS

New business was discussed first in order to allow enough time to rank action project submissions.

A. Ranking of Action Project Idea Submissions—there were 6 action projects submitted and the committee discussed each by following a rubric with four criteria:

- The proposed need aligns with the Strategic Goals of SCC.
- Scope of need is systematic and widespread.
- The need affects college success.
- “Need” is appropriate for an action project.

Ryan and Peter’s comments and rankings were forwarded to Renee prior to the meeting and were incorporated into the discussion. Because more than one project was rated very high on the rubric by the committee as a result of the discussion, the committee voted to rank. Two projects were selected to send to the President’s cabinet for approval.

B. Review Updated Project Registration Form—It was discovered that the online AQIP registration form had changed since last used and no longer aligns with the way the SCC AQIP project information is formatted. Therefore the SCC project outlines will be changed to align with the new format of the online registration.



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OLD BUSINESS:

A. Updates:

1. Systems Portfolio Status Update—Dr. Tarnowski spoke about the Systems Portfolio Update and mentioned that she would put a current copy on the shared drive for all to see. She is also working on an Executive Summary.
2. Action Project Team Updates:
 - a. Program Review—This project is wrapping up and the team was set to meet the week of 11/16/2015 and will finish in December or January.
 - b. Increasing Student Participation in Tutoring at SCC—A summary of the status of this project was posted to the shared drive.
 - i. Phase I—Select classes to survey (7 chosen, 20 sections total). This is done.
 - ii. Phase II—Gather and Analyze Data—last of surveys were coming in. The next meeting was scheduled for 11/20 but has been rescheduled for 12/4. This is the stage the project is in currently.
 - c. FYI Phase II—The team is currently awaiting a response from student groups about their desired involvement in the Student Ambassador project.

B. Ideas were discussed briefly for the January In-Service for AQIP. Due to lack of time to complete a plan, a subcommittee was formed to allow for more discussion. Deann, Juliann and Renee will be the subcommittee and will report to the full Steering Committee in January.

C. Continuous Quality Improvement—A3's. It is planned that the Steering Committee will be a pilot for training on A3's. The committee will wait to hear a schedule according to Tom's availability.

C. 3 Questions:

- P: What processes did you discuss? The ranking of project proposals and the AQIP project registration process.
- R: Did you use data or results? For the ranking of the project proposals, we used data from committee members project proposal evaluations via the rubric. For the project registration we used data/evidence gathered from HLC which showed a difference between our form and the current registration.
- I: Did you improve any processes? The AQIP projects at SCC will have documentation formatted similar to the updated AQIP project registration format.

The meeting was adjourned.



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