

# South Central College AQIP Steering Committee

February 12, 2016 9am-12  
E132 (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, Ryan Langemeier, Jodi Olson, Deb Salmon, Deann Schloesser, Dr. Judy Shultz, Dr. Peter Wruck

**Members Absent:** Tom Kammer, Dr. Susan Tarnowski

### Approval of minutes:

January Meeting Minutes: A few minor changes including spelling were made. Jodi moved to approve as edited, Juliann seconded. Motion approved

## OLD BUSINESS

### A. Updates:

#### 1. Action Project Progress

##### A. Increasing Student Participation in Tutoring at SCC (AQIP #5)

- a) Team working through items 1-10 of their spring 2016 report as these items are not funding dependent.
- b) Team will be following up on our recommendations from last month's meeting during their Feb. 19 meeting.
- c) Peer tutors who meet work study requirements have been hired including tutors for PHIL100 and PHYS100.

##### B. FYI II Team (AQIP #4)-

- a) The team has decided to move forward with a small pilot of the Student Ambassador program. They will use two work study students-one in Student Affairs and one in Marketing.

##### C. Program Review Process Improvement team-

- a) Team has completed their project
- b) Steering Committee reviewed their final report
  - a. Fix grammar in question 2 goal 1.
  - b. Asked about wording of project goals but it was decided that with the exception on fixing grammar, test are to be the project goals as stated in the original project declaration and should not be changed now.



Learning from yesterday, applying today, improving tomorrow.

- c. Accomplishments-Steering committee asked for Action Project team to add more example to really highlight improvements.
- d. Dr. Wruck made changes to the report as the Steering Committee discussed and had questions so these changes will be available for review at March's meeting.

**D. Credit for Prior Learning Implementation team-**

- a) Team has met a few times and is off to a great start on their project registration.
- b) Project registration will be reviewed in March but some of the items the team is looking at include creating a Organizational flow chart to show current and future CPL process at SCC as well as create and/or update forms for registrar documentation. They also want to include education of the campus community particularly around CPL operation and its impact on retention and recruitment of students.
- c) As Dr. Shultz is on the team, she will be the liaison. We will ask for Marsha Danielson to be the sponsor from Cabinet as she is also on the team and has extensive experience with CPL locally and at the state level.

**2. 2016-2017 Membership Update**

- a) Our recruitment campaign paid off and we have an interested party.
- b) Team voted unanimously to ask Dr. Parker to appoint the interested party for a three year term beginning July 1, 2016.

**B. HLC annual Meeting Attendance**

All Steering Committee members who were interested and available have been given permission to attend. You should have received a confirmation of your registration as Mary processed those earlier this week. Remember to book your flight soon to get a good deal. After the meeting, those attending will discuss a few plans.

**NEW BUSINESS**

**A. Action Project call/announcement improvement**

- a) As previously discussed we have had some good ideas for action projects but some which don't meet the requirements. In the future, we will want action projects to align with needs identified in the Systems Portfolio. How do we improve the Action Project call process to help people focus their ideas on the Systems Portfolio needs?
- b) Jodi remembers having small groups do SOAR analysis during previous workshop days but not seeing the information be used anywhere. Ideas get developed and then dropped. Maybe we could use this idea for developing Action Project ideas.
- c) Deb suggests tying the Action Project ideas to our department operational plans.
- d) Continued discussion of using a workshop to develop ideas-could use a group to triage ideas. Amongst a group of people, the best ideas are likely to rise to the top and others will be weeded out. Could have facilitators for each group to keep group on track.



Learning from yesterday, applying today, improving tomorrow.

- e) We would need to give people some pre-information before the work session. Give them information about the systems portfolio in small bits. Could even give out pieces of the Systems Portfolio during the workshop.
- f) Renee will check with HR about if this fits with their plans for April 29 and if we can do this. Will need to outline the structure in March and April if we can.
- g) Other ideas
  - a. Multimedia program could help us make a video-we have had some really great videos in the past so why not do it again
  - b. Can we have giveaways? We would do a drawing for anyone submitting an Action Project idea and whoever wins could get their own designated parking spot.
  - c. What would an improvement initiative as part of faculty department meetings? We could meet with department chairs to help encourage submissions.

## **B. Systems Portfolio Gap Analysis**

- a) Proposal-we divide the Systems Portfolio by category and sub-category and work in groups of two. Each group reviews their assigned subcategory and looks for gaps in the Process, Results and Improvements. We need to see where we are missing one of more of these. We also need to identify specific areas we have indicated we are working on as a college so we can be sure we are working on those. These gaps are where we will focus our attention with action projects and hopefully in the future A3s.
- b) Renee shared the table she created for filling in information and identifying gaps.
- c) Everyone picked which category they wish to address and will work with their partner to start reviewing 2-3 subcategories before our next meeting. Fill in the tables of the Excel spreadsheet to the best of your ability.
- d) It was discussed that some of the information presented in the Systems Portfolio may not be completely correct. How will we deal with this? We added another column to the tables for comments. Please put comments in as you see fit.
- e) We will evaluate the process at the next meeting to see if this is the right way to go about addressing the gaps.

## **Announcements – Future Needs**

Connections Newsletter-We haven't submitted anything in a few weeks. Is there anything that needs to be publicized? Group agreed to submit an article only when necessary-don't want people to stop reading the AQIP update if it isn't crucial information.

## **P.R.I.**

- A. **Process:** We have developed and are trying a new process for evaluation of the Systems Portfolio. We discussed a possible new process for Action Project idea submission.
- B. **Results:** We used the Systems Portfolio itself as well as the report from the Program Review Process Improvement Action Project. Our request for a new faculty member for fall resulted in an interested party.



Learning from yesterday, applying today, improving tomorrow.

- C. **Improvements:** Discussed improved communication with faculty and staff especially focused on Action Projects. We have a goal of improving the next Systems Portfolio by using our new process to identify gaps and areas of need.

Meeting adjourned 11:55 am

**Next meeting- March 18, 2016 9am-noon E132 (North Mankato), C37 (Faribault)**  
**Proposed Agenda Items for February:**

- A. Discuss the progress of the Systems Portfolio GAP Analysis.



Learning from yesterday, applying today, improving tomorrow.