

## South Central College AQIP Steering Committee

April 28, 2017 9am-10:30am  
Meeting Room A (North Mankato) and A156 (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:** Narren Brown, Juliann Brueske, Renee Guyer, Susan Tarnowski, Brian Yingst, Kelcey Woods-Nord

**Members Absent:** David Armstrong, Ryan Langemeier, Jodi Olson, John Reinhardt, Deann Schloesser, Judy Shultz,

#### Approval of minutes:

March 24 Meeting Minutes: Narren moved to approve, Brian seconded. Motion approved

#### Lessons Learned/News from HLC Annual Conference 2017

Narren-When writing your assurance argument/ systems portfolio, if choice is to write to the category or criteria-write to the criteria! You lead your reviewers-you don't want them to question anything. When you connect to something, you want to control the narrative. If there is no red flag, reviewer is likely to nod their head and not question.

Kelcey- Learned a lot. All evidence is not created equal. If you are going to provide evidence, provide something incredibly specific. Don't just generally point to meeting minutes but very specific as to which meeting minutes.

Assurance system allows you to link to a very specific section of the document.

Dr. T-9 pages of single spaced typed notes. Have edited about 1/3 so far. Session on most frequent citations was illuminating-Dr. T will send out. Clearly assessment is at the top of the list. Several no brainers that if we miss we are in trouble. Evidence needs to actually be evidence. Wants to reach out to certain colleges this summer who are doing quite well. Northern Arizona reviewed Kotter's Change Management Theory for revising Program Review, Curriculum mapping, other things.

Education of campus community for our goals in persistence, completion. Presentation with Joan was all about alignment of EVERYTHING. Dr T-how do we align everything that we are doing-want to chart out where all of the pieces fit together-all of our plans and initiatives as well as ATD and AQIP—essential to present to our campus community.

Much of what we do on campus involves us to “market” it and get people to buy-in.

Introduce-Reinforce-Apply: needs to apply to everything we do, AQIP Systems Portfolio, ATD, etc.



Learning from yesterday, applying today, improving tomorrow.

Renee said that AQIP Action Project Review process has changed. Now there are review cycles and we must submit one project for review each cycle. Periods of submission are: Feb. 1-March 31, June 1-July 31, October 1-November 30. We must notify HLC which we are going to submit for review before submitting.

### **Systems Portfolio Status Report/ Alignment Summit Evaluation**

Status Report:

Category 2- Happy with Summit because it was first real progress we made as a team. This was really the time that we worked. Still not finished. Judy Z has been working on us.

Cat 4- Kelcey: team is meeting today. Understanding that this team was a bit further along so feel comfortable moving things over. Seems to be a core team who is doing most of the work. Gale has done a lot but much of it has fallen on Marsha and Kelcey. Need to look at who is on the committee and if they are going to be dedicated. How do we as a Steering Committee lessen the work?

Alignment Summit Evaluation:

Brian: I felt like I had no idea what I was supposed to be doing until the Summit. Lots of time spent with one person asking questions during the intro.

Narren: Going around to different category groups went well. Good conversations about collecting and sharing evidence from RIE. People were really engaged. Didn't feel like anyone was just going through the motions.

Juliann: Helpful for us-worked with online. Had information they wanted to flush out for themselves rather than being able to work with Category 1. Lots of quality conversations with Joan about who is going to be able to speak to the things we do when the peer-reviewers are on campus.

Dr. T: heard what she had heard before but good reminder, sessions are going to be far more scripted than before and people need to be able to speak to specifics in the portfolio. Need to get everyone involved in review of the sessions.

Brian-would like to have more of these summits. Narren-could even have writing summits. Kelcey-speaking from a writers perspective, need to provide specific tools to the teams so everyone is writing in the same voice. Becomes difficult to bring together 6 different voices. Templates!!! And coaching of writing.

People appreciated what to do at the Summit. Having the longer dedicated time allowed for real work to happen. One hour meetings take too long to get into.

Regularly scheduled, longer summit times with very specific templates and directions of what to do. Need reward for people doing this.

Narren-use templates as a suggestion because we could always hire a writer. Kelcey-need to take the scary-ness out of writing especially academic and technical writing. Make them comfortable. Provided example of TAAACT grant and how it was written by an outside perspective. Collect information and then give to a writer. She didn't assume anything because she wasn't internal to know what filled the gaps.



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## **Action Project Updates**

FYE-next time we will get their registration

CIP Hub-we need to start working on this, Renee is suggesting we worked in subgroups

Evidence: send to Nesreen, Narren-need to collect from the ground up because we can report up, surveys are not always useful, Dr. T-Joan had talked about data definitions, Narren says this is the heady stuff again, we need to look for the data first. Start at the bottom and define the data structure.

We need to provide people with more guidance and direction on providing evidence---this need to be a real priority—need to help people think about this with examples.

Early alert/Academic alert

Name changed from Early alert to academic alert. Done mapping/outlining process.

Meeting adjourned 10:30 am

**Next meeting- May 5, 2017 9am-10:30am Meeting Room A (North Mankato), A156 (Faribault)**



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