

Date & Time 5/10/2013 / 1:00-3:00 pm

Attendees Peter Nodzinski, Toni Smith, David Murray, Glenda Nicke, Kathy Malcolm, Chuck Leland, Christian Roldan Santos

Agenda

1 Core Value Reflection: Caring and Compassion

C. Roldan Santos shared a recent experience where faculty members in his department personally called extended to him concern

2 Meeting Notes: Notes of the last meeting were reviewed and approved to post

3 AQIP Open House

K. Malcolm shared the outcome of the AQIP Open House. It had been the recommendation of the Steering Committee to communicate to faculty and staff the contents of the Systems Portfolio Appraisal Feedback Report in a manner that increased their awareness of the report and solicited their input on which opportunities the College should focus on. Ms. Malcolm developed the Dot Fair, a quality tool that was benchmarked after the University of Indianapolis and with President’s Cabinet approval invited all faculty and staff to one of two Open House events: May 3rd and May 7th. Ms. Malcolm reported an excellent turn out at both events. Additionally faculty and staff have access to an online survey that mirrors the type of feedback solicited at the Open Houses. Interim Dean Murray inquired as to how the committee was going to use the data collected. Ms. Malcolm shared an analysis approach that the team approved. The top twenty opportunities were identified for each of the following groups: QC Faculty, East Faculty, QC Staff, and East Staff). The committee than reviewed two items (1P18 and 2I2) that were in the top 20 list for all four groups and six items that were in the top 20 items for at least three of the four groups. (1%1-2-3, 1R3, 1P7a,4P9, 5P3 and 6R4.

P. Nodzinski shared the importance for the Committee to consider the larger themes found in the feedback comments giving the example that it is difficult to improve the results or a culture without first addressing the process. The committee also discussed each opportunity in reference to how it aligned with the key strategic issues identified in the report and the status of the opportunity (an “O” or an “OO”.

Discussion on each of these top priorities is summarized below:

Item	Opportunity	Action
1P18	Develop a more formal and structured process for designing, implementing and evaluating student learning including direct	Committee identified a theme of assessment, evaluation and improvement and use of data to improve processes that not only was found

	results for common, developmental and specific program learning outcomes.	in this item (1P18) but that was also aligned with 1R1-2-3 and 1R3. It was recommended that these three elements be addressed as one potential project. By addressing the process of assessment, the college would be improving the results (1R1-2-3 and 1R3).
212	Identify results so both internal and external stakeholders are aware of how the institution is meeting the needs of the community.	This item continues the theme of assessment. This comment is aligned to an “improvement” comment that addresses the culture and infrastructure that helps the institution improve in the category of Accomplishing Other Distinctive Objectives. Upon further review, it is the committee’s recommendation the College focus on 2P6: The College has an opportunity to develop a comprehensive assessment program for its non-instructional programs to ensure that the needs of all stakeholder groups are considered in the process of assessing the effectiveness of these programs. Essentially, by focusing on the process of assessment the College would be addressing the original 212 comment.
6R4	Develop a well-defined decision-making process by which the appropriate decision-makers use relevant and comprehensive data.	This item is consistent with the strategic challenges identified in the report providing an opportunity for improved processes for using data to improve our processes.
4P9	To enhance employee productivity and satisfaction develop a fully aligned system that promotes continuing professional development.	The committee recommends that this be forwarded to the the Human Resource and Teaching Learning Center offices for review and consideration. The Committee believes this comment may reflect the opportunity for better documentation on how the evaluation and improvements have affected the effectiveness of training. The Committee would like a group with content knowledge and responsibility for training to review the comment in the context of the entire

		category and report back the Steering Committee its findings and suggestions for improvement.
1P7a		The Committee considers this comment to be very prescriptive and will refer it to the Student Services Leadership Team for consideration asking them to report back to the Steering Committee its findings and suggestions for improvement, if appropriate.
5P3	Develop a process to address the needs and expectations of stakeholders in the planning process to respond to emerging opportunities and the changing needs of current and potential students and other key stakeholder groups.	The committee considers this comment reflective partially of a writing deficiency. Upon review of the Portfolio narrative it appears absent of evidence on how the listening process are then used to improve processes. Simultaneously the committee suggests this be taken into consideration as an improvement for the next strategic planning process.

Finally, the Steering Committee would like to:

- Publically thank those who attended the Fairs and or responded to the online survey and provide them feedback and follow-up on the items that are currently “trending”. This communication will go out early the week of May 13th.
- Conduct an additional analysis of the “O’s” and “OO’s” and the themes listed above to identify if there are any significant gaps to consider addressing.

4 Survey Schedule

The online survey for Category 1: Helping Students Learn was launched May 3rd and the one for Category 3: Understanding Student and Stakeholders Needs was launched May 9, 2013. These two categories had been prioritized by the Steering Committee as important to get the opinions of faculty prior to the end of the term. Results from these surveys will continually be discussed at each Steering Committee meeting. The remaining surveys, one for each remaining category will be launched every other week throughout the summer.

5 Systems Portfolio Feedback Report/Conversation

Enter Agenda Discussion

5 Review of Committee Charter/Membership

The Committee would like to continue this conversation over the summer. Concerns on how to

effectively bring on new members and how to effectively maximize their contribution by providing them training. Discussion further noted that the committee size appears appropriate- faculty representation includes faculty from various departments and campuses, dean and staff representation appears appropriate. C. Leland suggested and the committee agreed that new members not be brought on until after the October Quality Check Up. C. Roldan Santos inquired as to the President’s Cabinet members and if they should be voting members of the Steering Committee and voting members of the President’s Cabinet. C. Leland observed that the Steering Committee functions more by consensus and not on Roberts Rules of Order and the Committee members agreed. The topic will be forwarded to the next committee meeting for continued discussion.

5 Federal Compliance Sub Committee

K. Malcolm distributed the Federal Compliance handout detailing the expectations for data to be complied by the College for the Quality Check Up.

Action Items

	Item Description	Responsibility	Due Date
1	Feedback / Follow-Up Communication on the results of the AQIP Open House.	K. Malcolm	May 14, 2013
2	Comparison Chart of top items to “OO’s	K Malcolm/Team	June Meeting

Next Meeting: Summer Meetings will be scheduled during the first two weeks of June, no July meeting the week of Orientation – Wednesday at 3:00 and then again monthly Sept. – Dec Wednesdays at 3:00. Meeting announcements will be out the week of May 13,2013.