

Date & Time 11/13/2013 / 3:00-5:00 pm

Attendees P. Nodzinski, D. Murray, K. Malcolm, C. Leland, D. Cooper, C. Dowell, B. Morthland, D. Murray, K. Nickels, P. Hofmeister, L. Weimer

Agenda Notes-

1 Core Value Reflection: Appreciation of Diversity: We value the contributions of others who have talents and abilities, beliefs and traditions, actions and behaviors that are different from our own.

K Malcolm shared how the recent HLC Visit exhibited the appreciation of diverse ideas, talents, actions and behaviors across faculty, staff, students, community and board members as they shared their BHC experiences with the HLC Peer Reviewers.

2 HLC Visit Debrief

Observations regarding the recent visit by the HLC Peer Reviewers shared by individual committee members included:

- The Multi Campus Visit at the East Campus went very well and successfully demonstrated to the Peer Reviewers that the College provides equitable resources to support the faculty, staff and students at the East Campus. The reviewers shared the “one college” concept was apparent in their conversations through their visit.
- The reviewers were too prescriptive in their comments. Perhaps we were not prepared for the extent to which the Peer Reviewers would serve as consultants.
- There appeared to be a disconnect between what the Peer Reviewers were sharing regarding assessment and what the team expected after returning from the summer HLC workshop on the HLC expectations regarding assessment.
- Concern that the Peer Reviewers may have left thinking BHC was not conducting course level assessment. Course level assessment is an assumed practice. The college does need to now move to a higher level of assessment to conduct that at the program and institutional level.

3 Action Projects

The Committee discussed and approved two new Action Projects.

1. Action Project identification Process- first presented to the AQIP Steering Committee in October was revised and approved. The project will develop an ongoing process by which AQIP Action Projects are identified and increase participation and engagement by college faculty and staff in that selection process. To ensure the project results in broad representation of the college community the Steering Committee will solicit membership on the Action Project Team through email solicitation.

2. HLC Response Team Planning Intensive Action Project- In response to the HLC Quality Check Up Visit, October 22-24, 2013 and to the AQIP Systems Appraisal Feedback the Vice President for Instruction working collaboratively with the academic Deans presented to the Steering Committee an Action Project that will bring faculty and administration together to to revise and/or adopt the general education grid; identify a common rubric scale to evaluate data; consolidate current available data that connects to the grid; and identify actionable next steps compatible with the accelerated timeframe in response to the HLC peer-reviewers visitation recommendations regarding the general education grid

The Action Project was approved.

4 Membership

Due to recent resignations and retirements, the AQIP Steering Committee has three vacant positions. (One faculty, one staff and one administrative position). The Steering Committee brainstormed names of individuals to forward to President Baynum for appointment to the AQIP Steering Committee.

Institution: Black Hawk College

Planned Project Kick off Date	November 2013
Target Project completion date	December 2013
A. What is your short identifier (10 words or fewer) for this challenge (or opportunity or problem) that you would like to address with an Action Project?	HLC - Response Team Planning Intensive

B. Describe the Action Project’s goal in 100 words or fewer

Constituents broadly representing College programs, Departments, Faculty and Student Learning Committee, will meet to; revise and/or adopt the general education grid; identify a common rubric scale to evaluate data; consolidate current available data that connects to the grid; and identify actionable next steps compatible with the accelerated timeframe in response to the HLC peer-reviewers visitation recommendations regarding the general education grid.

C. Identify the single AQIP Category that the Action Project will most affect or impact.

1 – Helping Student Learn

D. Describe briefly your institutions reasons for taking on this Action Project now

The recent HLC site visit identified an opportunity to revisit a College general education grid used to corroborate where and how general education outcomes are addressed within the College curriculum. While the College has recently been in transition to a different methodology to provide this function, the HLC team suggested that the grid, in a revised and condensed version, would in fact prove a superior model for this purpose. Further, the HLC visitors suggested that it would be best to expedite the revision and implementation of this grid and process. To this end, this plan will call for a broadly representative HLC – Response Team Planning Intensive. This team will meet to revise the grid and identify next steps and processes. With an intensive planning and work session with vested constituents, actionable outcomes will be produced.

E. List the organization areas- institutional departments, programs, divisions, or units most affected by or involved in this Action Project

All Academic programs, Academic Affairs, Student Learning Committee, General Education Committee, Institutional Planning and Effectiveness.

F. Name and describe briefly the key organizational process (es) that you expect this Action Project to change or improve.

The College will revert to the use of the general education grid to document and corroborate curriculum outcomes within general education classes in alignment with the College degree outcomes.

G. Explain the rationale for the length of time planned for this Action Project (from kickoff to target completion)

Through an introductory HLC – Response Team Planning Intensive workshop with all vested constituents, the grid will be revised. Since the grid has been an established component prior to the

current transition, it is believed that this intensive session, with all vested parties, rapid and actionable progress is possible.

H. Describe how you plan to monitor how successfully your efforts on this Action Project are progressing.

The Response Team Intensive will meet in November 2013 with the expected outcomes defining the initial phase of the College response to the peer-reviewers on-sight feedback. Results of this intensive will be reported to the AQIP steering committee in the December 2013 meeting.

I. Describe the overall “outcome” measures or indicators that will tell you whether this Action Project has been a success or failure in achieving its goals.

This project will be deemed successful with the development of the general education grid, the development of a common rubric, and a timeline for the implementation.

J. Other information (e.g. publicity, sponsor or champion, external partners, etc)

K. Project Leader and contact person (First name, Middle Initial, Last name, Title, Email, Telephone)

Dr. Lee Weimer, Dean Arts and Humanities. weimerl@bhc.edu (309)796-5036

Institution: Black Hawk College

Planned Project Kick off Date	11/18/2013
Target Project completion date	02/28/2013
L. What is your short identifier (10 words or fewer) for this challenge (or opportunity or problem) that you would like to address with an Action Project?	Action Project Identification Process

M. Describe the Action Project's goal in 100 words or fewer

To create a process to identify AQIP Action Projects.

N. Identify the single AQIP Category that the Action Project will most affect or impact.

O. Describe briefly your institutions reasons for taking on this Action Project now

Black Hawk College has yet to define its process for selecting and identifying Action Projects that are aligned with the College's strategic priorities and needs. While the College has made efforts to reach and include all College stakeholders in identifying potential Action Projects there currently is not a formal approach to identifying Action projects. With a large number of participants involved, it is anticipated that a clear process and timeframe for project development would substantially improve efficiency. Further, with a clear single process, efforts to include all members of the College will be strengthened, and the entire scope of Action projects from identification to evaluation will be improved.

P. List the organization areas- institutional departments, programs, divisions, or units most affected by or involved in this Action Project

Initially the College AQIP steering committee will be most impacted by the implementation of this project. It is anticipated that this impact will be shared across campus and committees, as the project seeks to adopt a process that will be utilized by the entire all. It is also intended that the process would be widely communicated and thereby increase participation and engagement by faculty and staff on AQIP Action Project Teams.

Q. Name and describe briefly the key organizational process (es) that you expect this Action Project to change or improve.

The College process for identifying Action projects will be most improved, bring clarity and consistency. Currently there is not a single process to identify Action process.

R. Explain the rationale for the length of time planned for this Action Project (from kickoff to target completion)

To ensure broad inclusion in this process, we must balance the anticipated timeframe towards a solid well-crafted project. It is anticipated that this timeframe will allow this balance and still provide substantial opportunity for College input. The Project will kick off in November 2013 and conclude by January 2013.

S. Describe how you plan to monitor how successfully your efforts on this Action Project are progressing.

The steering committee will adopt a timeline for both project process development and research and implementation. Adherence to this timeframe will be monitored and/or adjusted as needed to ensure timely project completion. Ultimately, this timeframe will be off secondary importance to a well-crafted process.

T. Describe the overall “outcome” measures or indicators that will tell you whether this Action Project has been a success or failure in achieving its goals.

Through the implementation of a process to identify AQIP Action Projects, the College will experience an increase in participation and engagement by college faculty and staff.

U. Other information (e.g. publicity, sponsor or champion, external partners, etc)

V. Project Leader and contact person (First name, Middle Initial, Last name, Title, Email, Telephone)

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