

# M State News

THE COLLEGE NEWSLETTER FOR M STATE EMPLOYEES

April 2013

*Thanks to all for a successful M State year!*

**G**reetings and best wishes for a successful end to another academic year. Thank you for all you do to support and enhance teaching and learning at M State. I appreciate the effort you expend to bring success to our students, graduates and constituents!

Congratulations once again to Nandini Banerji, Teresa Beacom and Nancy Stigen on being honored as outstanding educators at the 2013 Celebrating Excellence Luncheon on April 17. The MnSCU Board of Trustees annually honors and recognizes professional achievement system-wide to encourage the ongoing pursuit of excellence. A reception will be held in their honor during duty days in August. I was so proud and pleased to be representing M State at this wonderful event.

The legislative season continues but with much work still to be completed. At this printing, our bonding request for the Moorhead campus transportation project has been passed in both the House and Senate Higher Education committees, and it looks promising for passage in both the full House and Senate. Our Fergus Falls student success capital project also has had a positive reception from the MnSCU System Office. We will not know anything for sure, however, until the legislative session has been completed later in May.

In March and April, we hosted combined program advisory committee meetings on each of our campuses. Attendance was gratifying, and we received some informed and informative feedback from these important business and community members about those things we do well, those things we may improve upon, confirmation for existing programming and

potential ideas for future programming. The events were co-sponsored by M State and Rural Minnesota CEP, and they represented another opportunity to connect with our communities so that we may better serve them. Thanks to all who participated.

Believe it or not, graduation is coming up soon. On Thursday, May 9, the ceremonies will occur at 3 p.m. on the Fergus Falls campus and at 7 p.m. for the Detroit Lakes campus. On May 10, ceremonies will commence at 2 p.m. for the Moorhead campus and at 7 p.m. for the Wadena campus. I hope you can attend and participate in this important symbol of our success, because it is the accomplishment of our mission and the gratification of our work. I hope to see you there.

This will be the last newsletter for the 2012-13 academic year, but we will resume M State News again in the fall term. If you are off campus this summer, have an enjoyable and restful visit with family and friends. If you will remain on campus, I hope you get some time to take off, relax and reflect. I hope all of us can experience some warmer weather! Take care.

*Sincerely,*

*Dr. Peggy Kennedy  
President*



**Dr. Peggy D. Kennedy**  
President

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Community and Technical College

## Student Services

### What Future Students Want to Know

Many of our campus forums have included mention that collectively we all market our college – for good or for bad – through what we choose to say to the more general public and how we choose to say it.

Of course, we all want to speak well of our college, as positive public perceptions of our college are created in part by our comments. Positive public perception drives enrollment.

But when it comes to saying those things that will attract students, what should we speak to and how should we say it? How prepared are we to answer the question, “Why should I (or my son, daughter, spouse, etc.) choose M State?”

Two national research studies completed by Noel Levitz in 2012 focus our attention to what we might speak. One study reports on traditional-age students; the other on nontraditional students (both of these reports can be found in their entirety in the Student Services section of “Files & Forms” in the Employee Portal). For traditional first-year students at community colleges, the Top Four factors are (in order):

- Cost
- Financial aid
- Academic reputation
- Personalized attention prior to enrollment

For nontraditional first-year undergraduate students, the Top Four factors are (in order):

- Academic reputation
- Evening/weekend courses
- Cost
- Financial aid/scholarships

Over the next two weeks, we’ll be distributing an online survey to solicit your input as to what our collective talking points on all of the above points should be. Once we’ve collated the results, we’ll provide a primer of talking points so that you’ll know what to say – in a way that connects with what future students want to know – when you’re asked “Why should I choose M State?”



Dr. Peter Wielinski  
Chief Student Services Officer

## Academic and Student Affairs

Measuring effectiveness at M State is so much more than crunching numbers, compiling Excel spreadsheets and comparing dashboards.

Data is a key component of measuring effectiveness. In times of heightened accountability, however, M State cannot afford to get stuck using data as the only indicator of our performance. Meaningful institutional effectiveness measures and practices are more critical than ever.



Carrie Brimhall  
Associate Vice President of  
Academic and Student Affairs

“Before the recession beginning in 2008, the future for community colleges was challenging but at least understandable. At the beginning of 2011, it is an uncharted horizon of simultaneously contradictory forces of growth and opportunity, resource decline, intensifying pressure for accountability, and changing rules of competition (Alfred, 2011, p105).”

In the fall of 2010, 80 percent of M State employees stated they did not think the College made decisions based on data. Since that time, we have made tremendous progress in the measurement and availability of our data.

We have published numerous data documents and increased our replicated data capacity. We have also increased the number of surveys we administer and subsequently increased stakeholder responses. The AQIP newsletter includes the M State measures of institutional effectiveness. When the matrix was created, even those of us who work within this world were surprised by the depth and breadth of our effectiveness measures.

Based on this matrix, we now have a plethora of data; we also make many decisions based on that data. The College will continue to look at data but will also need to consider subjective data measures in defining our performance. Intangible measures of effectiveness are becoming increasingly critical to measuring our success; effectiveness is not absolute – it is linked to feelings and beliefs – and it is a direct product of the experience people have with the institution.

As an example, instead of looking only at completion rates, we will want to have a dialogue to ask whether the mission, policies, culture, organizational architecture, systems, processes and operations are designed to encourage high levels of completion (Alfred, 2011).

Community colleges are changing at a rapid pace. As you can see in the AQIP newsletter, M State has a strong foundation of institutional effectiveness on which to build. Together we can create subjective and meaningful measures of performance that fit our reality, resources and capacity.

Alfred, R. (2011). The future of institutional effectiveness. *New Dimensions for Community Colleges*, 153, p103-113.





Nandini Banerji, Physics



Teresa Beacom, English



Nancy Stigen, Accounting



## Outstanding Educators Board of Trustees Award for Excellence in Teaching

As we approach summer, each day is supposed to be longer. But as we near the end of the term, I am sure faculty and staff are feeling just the opposite. Although there are a number of short items I would like to draw attention to, I first want to take a moment to congratulate M State's Board of Trustees' Outstanding Educators.

Three M State instructors were recognized as 2013 Outstanding Educators at MnSCU's Celebrating Excellence luncheon and awards ceremony on April 17 in St. Paul. Honored were physics instructor Nandini Banerji (Fergus Falls), English instructor Teresa Beacom (Moorhead) and accounting instructor Nancy Stigen (Moorhead). The three are among 36 MnSCU educators recommended by their college presidents for the Outstanding Educator honor.

A word of thanks also goes to several individuals who stepped forward to play leadership roles in a number of key activities within Academic Affairs. Pam Cummings has been elected chair of AASC for the 2013-2014 academic year. She will replace Joe Mrazek, who has served in that role for the past two years and has done a fantastic job. Thanks, Joe! Lynn Kaiser has agreed to serve as the faculty chair of the College workgroup which is focusing on Assessment of Student Learning Activities.

### Programs of Study

The catalog for the 2013-2014 year will be finalized shortly. It is being formatted to allow students to easily identify program opportunities in related career fields. Much effort has been expended to correct information for consistency between CARP, ISRS and DARS. All faculty members are asked to review their programs in CARP and make sure that any advising sheets are consistent with what is in CARP. May I remind faculty that general studies courses were to have been replaced with general education courses starting last fall. Also, if programs want to place restrictions on electives, that function is available within CARP.

### College Core Abilities

The Assessment Workgroup has been focused on updating and editing the Core Abilities of the College since members returned from an HLC workshop in February. This is being completed in order to lay the groundwork for a revised focus on assessment at the institutional level during the 2013-2014 academic year. The process has included an opportunity for faculty input



Dr. Kathy Brock  
Chief Academic Officer

from each campus through an individual or small group process. Based on that input, the document identifying M State's Core Abilities and corresponding indicators has been revised. This will be sent out electronically within the next two weeks. Please take a few moments to review and respond.

### Program and Course Plans of Action (Assessment Forms)

Faculty are reminded that the Assessment Plans they created in the fall included two questions which focused on results and in many cases could not be completed until the end of the academic year. Please watch for an email providing details on the submission of that information to the academic deans prior to summer term.

### 60/120

A number of programs have worked on compiling information in support of waiver requests. Academic Affairs will be working with this information and finalizing the submission of these requests.

## Legislative Update

Currently both the House and Senate higher education bills have made it out of their respective committees and are heading for the House and Senate floors to be taken up and approved or revised. Once that step is completed, they will go to a House-Senate conference committee where a final legislative higher education funding bill will be written and combined with other agency funding bills for final approval by the governor.

The current versions call for an increase in state appropriations for higher education, but there are language differences and restricted uses outlined in both bills, as well as in the governor's bill. The table below outlines the three bills and compares them to the MnSCU request.

The Legislature is scheduled to adjourn no later than May 21, so we should know very soon what our funding will be for FY2014 and FY2015.

## Budget FY2014 Update

The Cabinet continues to work on balancing the budget for FY2014 using several scenarios. With all contracts now at

or near completed negotiations, some of the larger variables are falling into place. The four different scenarios under review are each based on the allocation that is being proposed in the bills shown above.

The scenarios built around the MnSCU request, the governor's budget and the Senate budget all incorporate a 3 percent tuition increase into the revenue side. The House bill includes language that would freeze tuition, so that restriction is built into that scenario.

In all cases we are planning the need to reduce expenditures or generate additional revenues of approximately \$1 million. Each member of the Cabinet has been asked to review his or her functional area and bring recommendations about how he or she can contribute to the \$1 million solution.

To date, the Cabinet has approximately \$650,000 in adjustments through identified vacancies, program efficiencies identified last fall, additional contract revenue and non-personnel reductions. Along with the budget gap, several initiatives have been presented that would require funding if approved. The Cabinet will be reviewing and prioritizing

those and making a determination about if and how they can be accomplished in the FY2014 budget year.

## Safety and Emergency Planning

There are currently two large projects under way related to safety and emergency planning. A recent review completed by the system office has identified several issues that need to be remedied regarding disposal and storage of hazardous waste. The review noted concerns in various areas of the college. We are currently meeting with the identified academic programs to formulate corrective actions.

In many cases there are very simple adjustments in how we measure and document our hazardous waste disposal



Pat Nordick  
Chief Financial Officer

Finance, continued on page 5

Budget Allocation Bill Comparison												
\$ in 1,000	MnSCU Request			Governor's Recommendations			Senate Recommendations			House Recommendations		
	FY2014	FY2015	Biennial	FY2014	FY2015	Biennial	FY2014	FY2015	Biennial	FY2014	FY2015	Biennial
<b>Advance Competitiveness of Minnesota's Workforce</b>												
Education innovations	4,000	4,000	8,000	4,000	4,000	8,000	4,000	4,000	8,000			
Internships/apprenticeships	4,000	8,000	12,000	4,000	8,000	12,000	1,000	1,000	2,000			
Leveraged equipment	10,000	11,000	21,000	12,500	13,500	26,000	9,000	10,000	19,000			
<b>Increase Access and Affordability</b>												
State-wide scholarship campaign												
Meeting needs in high demand professions	3,000	7,000	10,000	0	0	0	3,500	6,500	10,000			
<b>Accelerate Completion of an Extraordinary Education</b>												
Retain quality staff and faculty	11,000	23,000	34,000	11,000	23,000	34,000	9,000	20,000	29,000			
High impact strategies for retention and success	8,000	4,000	12,000	0	0	0	5,750	6,250	12,000			
<b>Tuition Relief</b>										25,500	52,500	78,000
<b>TOTAL -CHANGE ITEM REQUESTS</b>	<b>40,000</b>	<b>57,000</b>	<b>97,000</b>	<b>31,500</b>	<b>48,500</b>	<b>80,000</b>	<b>32,250</b>	<b>47,750</b>	<b>80,000</b>	<b>25,500</b>	<b>52,500</b>	<b>78,000</b>

Reminder:  
Vacation Balances

Various bargaining unit agreements and personnel plans have limits (caps) on vacation leave accrual. Some require vacation balance to be below a specific number of hours once per fiscal year. Others require the vacation balance to be at a specific balance on June 30 of each year.

Please refer to your bargaining unit agreement or personnel plan for details, or feel free to contact Human Resources.

Floating Holidays: Have you used yours?

Check it out on the MMB self-service website by clicking on “Leave Balances.” If you have not used yours, make sure to do so prior to June 30!



Dacia Johnson  
Chief Human Resources Officer

### STAFF CHANGES AT M STATE

#### NEW EMPLOYEES

- Barbara LaPlante, Assistant to Continuous Improvement Efforts (AQIP), Fergus Falls
- Natalie Suleiman, Study Skills Tutor, Fergus Falls
- Denise Laymon, Chief Development and Alumni Officer, Fergus Falls
- Debra Balzer-Plagemann, CTS Administrative Assistant, Moorhead
- Christopher DeBaere, IT Help Desk, Moorhead
- Kevin Hestera, GMW, Moorhead
- Michael Overson, General Maintenance Worker, Moorhead

#### STAFF CHANGES

- Dan Knudson, Interim Chief Information Officer, Fergus Falls
- Julianna Lindsey, Unlimited Part-Time CSS Intermediate, Solution Center, Fergus Falls

#### NO LONGER AT M STATE

- Bobbie Flink, Library Technician, retired, Fergus Falls
- David Overby, CIO, resigned, Moorhead

- Erienne Graten, Curriculum/DARS Technician, Moorhead
- Laura Muz, Admissions-Equity Advisor/Recruiter, Moorhead
- Nicole Perala, Transfer Specialist, Perham
- Grant Walton, (Baudette) Electrical Line Worker Lab Assistant-temp., Wadena

- Shane Thielges, Library Technician, move from temporary to unlimited, Moorhead
- David Anderson, General Maintenance Worker, move from seasonal to unlimited, Moorhead
- Marlyce Likness, promotion to Administrative Assistant to Dean of Nursing, Moorhead

- Gus Klemm, IT Help Desk, resigned, Moorhead
- Mike Olson, GMW, resigned, Moorhead
- Beverly Schmidt, GMW, resigned, Moorhead
- Tim LaRue, Cleaning Supervisor, resigned, Moorhead
- Evan Hammond, Web Developer, resigned, Moorhead
- Christopher Kulish, Web Developer/D2L Administrator, resigned, Moorhead
- Chad Johnson, (Baudette) Electrical Line Worker Lab Assistant, resigned, Wadena

Finance and Facilities, continued

that need to be completed. We also need to develop procedures that will help us stay in compliance moving forward.

The review gives us until June 30 to bring all issues into compliance. In addition to the hazardous waste streams, we are also working on a procedure to ensure that all MSDS (Material Safety Data Sheets) are copied and forwarded to the facilities department so that we can have a master binder for the campus, which is required.

Currently, in many cases a program or office receives the MSDS from the vendor and has the sheet posted in that particular area, which is the correct thing to do. However, we are also required to make a copy for our master binder, and in many cases that is not currently being done. Our facilities staff is currently working through the programs to get copies of the sheets which will bring us into compliance.

The other project involves standardizing

our emergency response plans and developing emergency response flip charts for employees and the general public. Currently, there are several differences in how we respond to various emergency situations based on the campus plans.

It is understood that each campus has differences and the plans cannot all mirror each other, but they can and should be much more standardized than they are. The plan will create a common protocol for notifying a campus community when an emergency situation arises.

Two flip charts now under development will be used moving forward and will be reviewed by the chairs of the safety committees within the next weeks. The flip charts will include one that is more detailed that each employee will receive to keep at his or her work location. The other will be much more generic and will be hung in each classroom. It will outline the procedures for personal safety for anyone who is in

that room, whether that is a student, an employee or member of the public. It will simply outline what each individual should do for protection in the event of certain emergencies. Lakes Country Service Cooperative is working with us to develop the flip charts, and they will be completed and posted this summer.

DATES TO KNOW	
May	
6-9	Finals week
13-15	Professional Responsibility Days
20	Summer Term Begins
27	Memorial Day, College Closed
June	
3	Summer Term Liberal Arts Courses Begin
12	Staff In-Service Day
July	
4	Independence Day, College Closed



## New Employee Request Process for IT needs

It has been a long time in coming, but thanks to former CIO Dave Overby, Lisa Ziegler, Cal Helgeson and other IT staff, HR and the many other people who provided input, the IT department has created a new process for requesting resources for new employees.

We want our new employees to have what they need when they start their first day of work – making a good first impression is important! Too many times IT resources such as email, computer or phone/voice mail get set up after an employee starts, or they are requested at the last minute.

IT staff scramble to accommodate the request, but a new employee sometimes ends up waiting for those valuable IT resources.

So ... to make a good first impression and provide consistency, we have developed a new on-boarding process that will eliminate those last-minute IT resources requests.

When a supervisor has a new employee starting, he or she can go to the Employee Portal > Files & Forms > IT User Resources > New Employee IT Resource Request and fill out a form to request the resources that the new employee needs. The IT department will no longer accept these requests via email or phone and will instead direct you to this online form.

The information should be filled out by the supervisor, the administrative assistant or the actual working supervisor so that the full, accurate information for the new employee is submitted.



**Dan Knudson**  
Interim Chief Information Officer

This online request can be completed as soon as you know of the hire. You do not have to wait until HR has created a tech id or you have received the HR paperwork back from the employee. In fact, we want you to request the IT resources as soon as possible. This will give us a "heads up" and help us prepare.

It should also be noted that the new account itself will not be created until the new employee returns the HR paperwork, so it is important to encourage the new employee to return the paperwork as soon as possible.

If you have any questions about the process, please contact Lisa Ziegler at [lisa.ziegler@minnesota.edu](mailto:lisa.ziegler@minnesota.edu) or 218-846-3863.

## Windows 8 and Office 2013 Coming to a Campus Near You



M State – known as a leader in teaching current software curriculum -- continues to offer the most up-to-date software choices for its faculty, staff and students.

The M State Shared Governance committee (at its March meeting) recommended that, beginning Fall 2013, the M State IT staff update one academic lab on each campus to Windows 8. The Campus labs to be upgraded to Windows 8 are: Detroit Lakes B104; Fergus Falls L146; Moorhead D119; Wadena Library.

In addition, all primary computer labs will be upgraded to the Microsoft Office 2013 software suite (Word, Excel, and Access and PowerPoint).

Laptop and desktop computers ordered this summer for the computer "refresh" will come standard with Windows 8 and Office 2013. The IT staff will transition users who are not scheduled for a "refresh" to upgrade their computer as need or time permits. The Microsoft Office 2013 software will be available for purchase in the campus bookstores beginning July 1 at a cost of \$109.

Please watch your email for additional information regarding the software upgrades. You can direct your questions to your local campus Help Desk or to college-wide Help Desk Director Lisa Ziegler.

# SUCCESS STORIES

## Our Students Shine



### Showing off their Skills

Eight M State students took home top awards at the Minnesota SkillsUSA Competition in Bloomington on April 5-6.

The PowerSports program on the Detroit Lakes campus had three

winners in two events. Shawn Hayes (Detroit Lakes) won the gold in Power Equipment Technology, John Adamek (Indian River, Mich.) won third place in Power Equipment Technology and Shawn Heckler (Battle Lake) placed third in Snowmobile Technology. All are second-year students, and their Skills advisor is instructor Kent Reisenauer.

Automotive Technology students Casey Gilbertson (Moorhead) and John Green (Moorhead) made it a sweep in the Automotive Service Technology category, winning gold and silver in the event. Both are second-year students on M State's Moorhead campus. Their Skills advisor is instructor Dennis Miller.

In the Diesel Equipment Technology category, Peter Abruzzese (St. Louis Park) earned the silver medal, and Nathan Stachler (Kindred, N.D.) received Honorable Mention. Abruzzese is a second-year student and Stachler is a first-year student, both in the Diesel Equipment Technology program in Moorhead. Instructor Dick Weber is their Skills advisor.

Pete Skadberg (Park Rapids), a second-year Network Technology Administration student on the Wadena campus, won second place in the Computer Maintenance Technology competition. Skadberg's Skills advisor is Dan Carter.

### Drive time

Nursing students in Detroit Lakes recently had a successful blood drive on their campus, collecting a total of 45 products from 33 donors (including 14 first-time donors). A dozen of the donors gave blood on an automated 2RBC machine, which collects two units of red blood cells during the donation. Kudos to Pat Mastin, the certified lab assistant, for coordinating the blood drive with United Blood Services.

### That's excellent!

Three second-year students in the Network Technology Administration in Wadena won participation excellence awards and \$100 prizes in the MnSCU Advanced IT TechBiz Competition. Winning students were Greg Bahr, Jake Lien and Peter Skadberg. The three submitted a 15-minute video presentation for the virtual competition.



### Soup's on

Nearly \$4,200 was raised for the local Salvation Army soup kitchen at the annual Empty Bowls event sponsored by the Fine Arts Department on the Fergus Falls campus. Instructor Lori Charest's pottery stu-

dents and community artists combined to create the 360 bowls that were purchased by guests at the event on April 18. For a \$15 donation, guests got the hand-made bowl of their choice and a meal of soup (served in the bowl) and bread.

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# SUCCESS STORIES

## Pat on the back



### A Distinguished honor

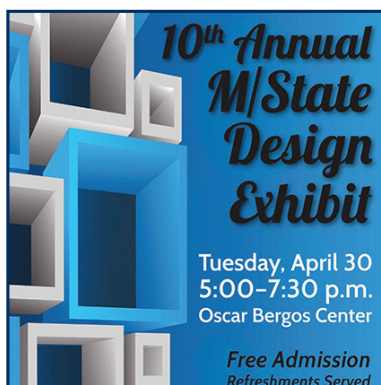
Carolyn Gaarder, faculty member in the Health Information Technology program and the program's director for 20 years, was selected as the 2013 Distinguished Member by the Minnesota Health Information Manage-

ment Association. That's the highest honor awarded by MHIMA, the Minnesota affiliate of the national American Health Information Management Association. Gaarder will be recognized during the organization's Annual Meeting and Distinguished Member luncheon on April 24-26.

### A laboratory for success

Ramona Caswell, a chemistry instructor on the Fergus Falls campus, was a presenter at the recent national spring conference of the American Chemical Society in New Orleans. She presented on the topic of "Online Science Laboratory Course Correlation with Success in Allied Health Majors," a topic that she has been researching with teaching colleagues Jessica Daniels and Will Baumann. Caswell attended with a travel grant from the ACS Chemical Education Division.

## Check it out



### By design

The 10th annual M State Design Exhibit is scheduled for 5-7:30 p.m. Tuesday, April 30, in the Oscar Bergos Center on the Moorhead campus. The event features designs by Graphic Design Technology students, who will be on-hand to

discuss their projects with exhibit visitors. Admission is free, and refreshments will be served.

### Entrepreneurial success

Three area individuals will be honored at the annual Entrepreneur of the Year Awards banquet at 6:30 p.m. Friday, April 26, in Detroit Lakes. The awards are sponsored by M State's Business & Entrepreneurial Services. The honorees are Rob Fuglie (Emerging Entrepreneur), Chuck Hofius (Community Entrepreneur) and Kenny Nelson (Outstanding Entrepreneur of the Year). For registration, tickets or information, contact Nicole Ballard at 218-844-5420 or [Nicole.Ballard@minnesota.edu](mailto:Nicole.Ballard@minnesota.edu).

## In the News

### Building the economy

M State's Custom Training Services was in the news when DL-Online highlighted the college program's role in successful efforts to bolster the manufacturing section in the region through competitive workforce grants from West Central Initiative. [Check it out here.](#)

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#### Moorhead

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# M|State

Career, Technical and Transfer Education.



## Minnesota State Community and Technical College Academic Quality Improvement Program

### AQIP Points of Interest

- Academic Quality Improvement Program (AQIP) is an alternative process through which an organization can maintain its accredited status with The Higher Learning Commission.
- AQIP's goal is to infuse the principles and benefits of continuous improvement into the culture of colleges and universities in order to assure and advance the quality of higher education.
- **AQIP's Principles of High Performance Organizations** underlie all of AQIP's elements, activities and procedures. They represent the values that participating colleges and universities and AQIP itself strive to embody.

1. A **mission** and vision that focus on serving needs of students and other stakeholders
2. Broad-based faculty, staff and administrative **involvement**
3. Leaders and **leadership** systems that support a quality culture
4. A **learning**-centered environment
5. Respect for **people** and willingness to invest in them
6. **Collaboration** and a shared institutional focus
7. **Agility**, flexibility and responsiveness to changing needs and conditions
8. **Planning** for innovation and improvement
9. Fact-based **information**-gathering and thinking to support analysis and decision making
10. **Integrity** and responsible institutional citizenship

Evaluation component	Assessment or Evaluation Tool	Responsibility	Focus	Frequency	Distribution of Results	AQIP Criteria
Student academic achievement on reading, math, writing	Basic Skills Test (AccuPlacer)/ACT Assessment for course placement	Student Services staff members	All applicants	Annual results compiled into report	Student Services staff	1 Helping Students Learn
Direct assessment of student academic achievement on program outcomes	Pre/post test	Faculty	Students in all programs	Annual results discussed with academic dean	Faculty, dean, vice president of academic affairs	1 Helping Students Learn
	Portfolios and Internships					7 Measuring Effectiveness
Student academic achievement on workplace skills and knowledge as outlined by state/national occupation tests	Certification/credentialing testing—national or state credentialing exams	Program faculty/division chairs	All eligible programs	Annual results compiled into report	Students, the public, faculty, dean of program, vp of academic affairs	1 Helping Students Learn
Student self-assessment of academic achievement on program outcomes (indirect assessment)	Graduate survey	Academic deans/programs	Every student planning to graduate at end of term	Every semester (report findings annually)	Program faculty dean, VP of academic affairs	1 Helping Students Learn
						7 Measuring Effectiveness
Course/Instructional Assessments	Course survey	Academic deans/assessment	At least one course per faculty every semester; every course for probationary faculty	Each semester	Individual results: Individual faculty and dean. Aggregate results: Program faculty, dean, VP of academic affairs.	1 Helping Students Learn
						7 Measuring Effectiveness

Evaluation component	Assessment or Evaluation Tool	Responsibility	Focus	Frequency	Distribution of Results	AQIP Criteria
Assessment of internship experience	Internship evaluation	Individual faculty	Every program	Annually	Program faculty, dean, vp of academic affairs	1 Helping Students Learn
						7 Measuring Effectiveness
Organizational climate through PACE	Employee survey	President and Human Resources	Faculty/staff	Biannually	College community	3 Understanding Students' and Other Stakeholders' Needs
						4 Valuing People and 8 Planning Continuous Improvements
Student satisfaction and engagement	CCSSE	AVP, campus coordinators and faculty	Random sample of current students	Biannually	College community	3 Understanding Students' and other Stakeholders' Needs
						7 Measuring Effectiveness
						8 Planning Continuous Improvement
Employee performance assessment	Employee (non-faculty) complete a performance review	Supervisors	Employee skills	Annually	Individuals being evaluated	4 Valuing People
						7 Measuring Effectiveness
Assessment of student satisfaction for CTS participants	Participant Satisfaction Survey	Dean of Custom Training	Students in all Customized Training classes	End of every course	Custom Training Division	7 Measuring Effectiveness
					MnSCU Office	8 Planning Continuous Improvement
						3 Understanding Students' and Other Stakeholders' Needs
Assessment of client satisfaction for CTS/ED participants	Client Satisfaction Survey	Dir Client Services—Customized Training Services	Every course	Varies (some clients have multiple courses provided)	Custom Training Division	7 Measuring Effectiveness
					MnSCU Office	8 Planning Continuous Improvement