Meeting Record

NorthWest Arkansas Community College Quality Council

Thursday, October 15, 2009

Time: 1:30 – 3:00 p.m. Location: Burns Hall 1469

Team members participating: Kate Burkes, Shannon Demuth, Curtis Harrell, Leigh Harrell, Rey Hernandez, Amber Holloway, Gina Kincy, Todd Kitchen, Roxann Maish, Bruce Moses, Pam Nash, Stacy Reagan, Christy Reynolds, Tricia Sparks, Claudia Tonihka, Gerry Weatherford

Team members absent: Troy Cash, Laura Cates, Natasha Washington

1. Meeting was called to order by Leigh Harrell. Introductions of group members.

2. Bruce Moses explained purpose of group. He also gave a history related to how Continuous Improvement drives accreditation.

3. Team reviewed and discussed the proposed QC ground rules for operation. Rules agreed upon by group.

Action: Claudia Tonihka will add rules to Charter and distribute to group.

Action: Members will review rules and finalize at next meeting.

4. Discussed the use of WIKI for communications and updates within the group.

Action: Curtis Harrell will set up WIKI for council's use.

5. Group reviewed the roles of members on Charter and modified as follows:

Under role of Team Members – remove "Notifies leader when it is necessary to miss or be late to a meeting" as it's redundant given other role items

Action: Claudia Tonihka will revise Charter to reflect above change.

6. Group discussed the criteria for reviewing AQIP Action Project submissions and Action Projects in general. Handout items reviewed:

a. NWACC's Guide to AQIP Action Projects
b. NWACC's AQIP Action Project Application Form
c. NWACC's Steps in the Life of an AQIP Action Project
d. NWACC's AQIP Action Project Rating Sheet.

7. Bruce Moses presented the LEAP Model to the Council.

8. For Next Meeting: Be prepared to finalize rules and charter. If submissions available, group will being the review/rating process.

9. Meeting adjourned. Next meeting October 29, 2009.

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