Meeting Record

NorthWest Arkansas Community College Quality Council

Thursday, April 1, 2010

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

Team members participating: Kate Burkes, Laura Cates, Curtis Harrell, Leigh Harrell, Rey Hernandez, Gina Kincy, Bruce Moses, Pam Nash, Stacy Reagan, Christy Reynolds, Tricia Sparks, Claudia Tonihka

Team members absent: Troy Cash, Shannon Demuth, Amber Holloway, Todd Kitchen, Roxann Maish, Gerry Weatherford, Natasha Washington

1. Meeting was called to order by Leigh Harrell.

2. Team reviewed the minutes from February 4, 2010. Prior Meeting Record was approved with note to correct project names in item #3.

Action: Claudia Tonihka will post the approved Meeting Record to the website.

3. Bruce Moses gave an update that the CI Team Leaders met today. Action Project Teams have been designated and are proceeding. Additionally, he reported that the Survey for Transparency item is still being reviewed.

4. The team started to review Category 1 of the Systems Portfolio. Efforts determined that we would work on our own, individually relevant categories and post back to either the WIKI or to the Office of Institutional Effectiveness.

Action: Team members will review categories and give feedback via WIKI or email to the OIE.

Action: Claudia Tonihka will compile the results and forward to the appropriate contributors.

5. Bruce Moses announced that Laura Cates is now a Systems Portfolio appraiser. She spoke briefly of her experience at the recent training session she attended. She found the experience to be very positive and re-affirmed her belief in the AQIP process.

6. Laura Cates gave a presentation on non-academic assessment as developed for IR. The presentation included goals, measurables, measures of analysis, website links and forms required. She also shared IR's review and assessment report as an example of the final product of a non-academic assessment. It is her desire to have all departments assessing within a year's time. She has already given a training session to Learner Services. Greatest emphasis of presentation is the need we have to truly measure what we say we are doing.

Action: Bruce Moses volunteered the OIE to be the next unit to go through the training.

7. Bruce announced his desire to have the QC complete a non-public review of the Systems Portfolio once it is complete.

8. Laura asked about Conversation Day. Bruce reported that we currently have no details but that we will share any details once received.

9. Meeting adjourned. Next meeting is May 6, 2010 (tentative).

cbt