Meeting Record

NorthWest Arkansas Community College Quality Council

Thursday, September 2, 2010

Time: 10:00 a.m. – 12:00 p.m. Location: Burns Hall 1444

Team members participating: Laura Cates, Shannon Demuth, Steve Gates (Guest), Curtis Harrell, Rey Hernandez, Amber Holloway, Todd Kitchen, Lynda Lloyd, Pam Nash, Christy Reynolds, Tricia Sparks, Claudia Tonihka, Gerry Weatherford

Team members absent: Kate Burkes, Troy Cash, Leigh Harrell, Roxann Maish, Bruce Moses, Stacy Reagan

1. Meeting was called to order by Claudia Tonihka.

2. Steve Gates addressed the Council. He noted the great job that the team has done thus far and spoke to role that the Council will play as we move forward with continuous quality improvement (CQI) efforts here at NWACC. Highlights below:

a. QC will help steer the CQI efforts.
b. QC will continue to review Action Project submissions.
c. Recommendations of the QC are to be forwarded to Cabinet.

3. Steve Gates relayed the following regarding the pending transparency survey.

a. Key points addressed: inclusion and access.
b. Worked to insure that questions addressed all levels of the college.
c. Presented the revised introduction and the insert for section 7.
d. QC had two edits to the statements presented.

Action: Claudia will update the form and send the edits to Steve Gates.

4. Claudia announced member changes:

a. Leigh Harrell has stepped down as co-chair but will still be a member of the QC.
b. Discussions are happening regarding a replacement co-chair.
c. Lynda Lloyd introduced as newest member on the council (replacing Gina Kincy).

5. Claudia reviewed the "What's Next Timeline". A copy can be viewed via http://www.nwacc.edu/AQIP/WhatsNext.php.

6. Todd Kitchen reported to the QC regarding the Enrollment Services Pilot Action Project. A copy of his update was shared with the team and Todd reviewed it with the QC. Discussion followed regarding the process and changes that have been made as a result of the project.

7. Claudia presented the 4 themes for the Conversation Day Breakout Sessions. After a brief overview of each activity the QC members were asked if they can participate as scribes for the sessions. It was asked if facilitators are also needed. A request was made for a briefing for scribes/facilitators prior to Conversation Day. Claudia relayed that is the plan. Curtis Harrell, Rey Hernandez and Gerry Weatherford volunteered to assist with the breakout sessions. (After the meeting the question was asked: Should we define "data" and "process" for the breakout sessions in advance?)

8. Meeting adjourned. Next meeting TBA.

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