Meeting Record

NorthWest Arkansas Community College Quality Council

Tuesday, February 28, 2012

Time: 1:30 p.m. – 2:30 p.m. Location: Burns Hall 1444

Team members participating: Lisa Anderson, Laura Cates (Guest), Steve Gates (Ex-Officio), Brooke Holt, Lynda Lloyd, Melodie Marcks, Patti Mocivnik, Pam Nash, Stacy Reagan, Shauna Sterling (Ex-Officio), Ricky Tompkins (Chair), Claudia Bacon-Tonihka (Ex-Officio)

Team members absent: Troy Cash, Shannon Demuth, Curtis Harrell, Greg Kiser, Tim McGinn, Ryan Moore, Jack Thompson, Eric Vest, Gerry Weatherford

1. Meeting was called to order by Ricky Tompkins. He introduced himself as the new Co-Chair of the Council. And stated that a faculty Co-Chair would be named in the near future. Ricky advised that those wishing to add items to the agenda should send them to Claudia Bacon-Tonihka prior to each meeting.

2. Ricky spoke to the Council regarding its changing role. The Council will be looked to for leadership regarding NWACC's Continuous Quality Improvement (CQI) efforts. Steve Gates spoke more on this point (see his remarks below).

3. The new leadership of the QC was discussed. The Council will be headed by two (2) Co-Chairs, with one representative from staff (Ricky) and one from faculty (TBD). Ricky will be accepting nominations for the faculty Co-Chair. A cycle for the leadership rotation is currently in development.

Action Item: Claudia Bacon-Tonihka will send out a "call for nominations" for a faculty Co-Chair to the Council. All nominations go directly to Ricky.

4. Steve Gates spoke to the Council about its leadership role.

a. QC will be steering the overall CQI and AQIP Accreditation efforts at NWACC.
b. QC will be involved in the preparations for the upcoming Site Visit by the HLC.
c. QC will continue to monitor AQIP Action Projects.

5. Ricky introduced Shauna Sterling (Ex-Officio member) as the new Executive Director of Grants & Effectiveness. He shared that she and Claudia are here for support as needed by the QC.

6. The Council reviewed the revised Charter.

a. Review of revised mission.
b. Review of revised activities.
c. Review of current and future membership composition.
d. During the discussion, Ricky thanked Laura Cates for her leadership as Chair.

7. Ricky spoke to the Council about the newly approved 5-year Strategic Plan.

a. A handout of the Plan was shared with the members present.
b. The conversation included a discussion of the newly developed 16 core indicators that will be used to help provide evidentiary documentation of our CQI efforts.
c. The 16 indicators are being aligned with both the 5-year Plan and the Performance Based Funding indicators (from the AACC).
d. More information coming in the future about the 16 indicators.

Action Item: Claudia will send out a copy of the 16 core indicators to the Council.

8. Action Project Updates:

a. Shauna shared with the Council that NWACC will be submitting its Annual Action Project Updates during the second submission cycle (March 1, 2012 – June 30, 2012).
b. Lisa Anderson reported for the Data Needs Project. 7 data blocks have been identified and are being developed using the Argos reporting tool. The project team will be requesting an extension of this project to make it a 2 year project.
c. Lynda Lloyd reported for the Valuing People Project. They have identified some measures for the evaluation process and are moving to do the same for the other focus areas of the project. She reported on the recent split of professional development for staff and faculty. JoAnn Schwader will be the lead for faculty and Lynda now oversees professional development for staff. She estimated completion of the project by the end of May 2012.
d. Shauna reported out for Kate Burkes and the Online Student Course Evaluation Project. The team selected 5 products to review and invited the college community to attend in the demos. They are currently reviewing the costs and preparing their final recommendation for a product. The anticipated completion date is end of March 2012.

9. Ricky advised the Council that we are continuing to move forward with gathering feedback to address the opportunities identified in our Systems Portfolio Appraisal (SPA). Updates are expected at the next meeting of the Council.

Action Item: Claudia will send out the latest version of the SPA working copy document to the Council.
Action Item: Claudia will send reminder to Ricky to have SPA added to the next Expanded Cabinet meeting agenda.

10. HLC Site Visit:

a. Discussion of potential Site Visit dates from the HLC Reviewer Corps (listed below in order of preference of NWACC).
    i. October 24 – 26, 2012
    ii. November 14 – 16, 2012
    iii. April 17 – 19, 2013
b. 2 reviewers are coming, but we can request more if we choose for specific focus areas.
c. One of our focus areas would be Measurement and Assessment of Student Learning.
d. The Council is charged with recommending another focus area.

Action Item: ALL will send ideas for focus area to Shauna Sterling ASAP.
Action Item: ALL will send Ricky recommendations and expectations as leadership of QC.

11. Meeting adjourned. Next meeting Thursday, March 15, 2012.