Quality Council Meeting

October 6, 2011
2:00 PM to 3:00 PM
Burns Hall 1444

Meeting called by:	Laura Cates	Type of meeting:	AQIP Activities
		Note taker:	Claudia Tonihka
Timekeeper:	Laura Cates		

Attendees: Laura Cates, Claudia Tonihka, Melodie Marcks, Brooke Holt, Pam Nash, Gloria Mallow, Tim McGinn, Stacy Reagan, Lynda Lloyd, Gerry Weatherford, Steve Gates (guest), Shauna Sterling (guest)

Agenda

Item	Person	Time allotted:
Welcome	Laura Cates	2 minutes
Cabinet Comments	Steve Gates	10 minutes
Action Project Updates	Claudia Tonihka	5 minutes
Systems Portfolio Feedback Report	Laura/All	43 minutes

Minutes

Welcome & Intro of Activities **L. Cates** **2**

Meeting called to order and Laura introduced the newest Council members to the group: Gloria Mallow and Tim McGinn. The team also welcomed Shauna Sterling who will be an advisor to the Council.

Cabinet Comments **S. Gates** **10**

Dr. Gates spoke to the Council about its evolving role in moving forward with Quality Continuous Improvement efforts across the NWACC campuses. He related 3 primary activities for the Council:

- Provide oversight for AQIP projects
- Addressing opportunities from the Systems Portfolio Appraisal (feedback report); monitoring progress toward that effort; and assisting in preparation for the upcoming Quality Check Up (site visit) and our new Systems Portfolio submission
- Identify major quality initiatives to feed into the College Goals and thereby contribute to the 5-year plan

Dr. Gates stated that he would like the Council to review the current Goals document and 5-year plan. He relayed that there are 3 to 5 quality initiatives that he envisions the Council overseeing.

Additionally, Gates stated that he would like to see the Council's Charter revised to better reflect its oversight role.

Action items: Distribute the Goals/5-year plan documentation with the Council	Person responsible: Laura Cates	Deadline: 3 Days

Action Project Updates C. Tonihka 3

Claudia Tonihka shared with the Council that we have retired the following projects with the Higher Learning Commission (HLC):

- Enrollment Services Pilot
- Supplemental Instruction for Developmental Reading and Writing
- Energy Conservation on NWACC Campuses

Additionally, the 3 newly selected AQIP Action Projects have been declared with the HLC:

- Defining and Addressing Institutional Data Needs
- Student Course Online Evaluation Technology System
- Valuing People

The new Action Project teams have begun meeting and work on their projects. All 3 projects have a timeline of one year. The teams will be reporting their progress periodically to the Council. The website will soon reflect the new projects.

Systems Portfolio Feedback Report All 45

Discussion: The discussion began with Laura giving the Council some background on the development of the Council's role in addressing the opportunities presented in the Feedback Report for our Systems Portfolio (SP). The Council reviewed the Feedback Summary created by the Office of Institutional Effectiveness which consisted of the ratings and comments from the AQIP Reviewers for all O's and OO's given to our SP responses.

Some of the Council members have already identified activities in their respective areas that would address the opportunities. The Council determined that each member should review the spreadsheet and then work with their areas to match current efforts (and others not previously identified) to the opportunities indicated in the feedback report.

The Council briefly discussed the need to keep the "one voice" aspect to the SP as we work to update it and ultimately submit a new SP in June of 2014.

Conclusions: The Council determined that collaboration all levels is our best approach for success and that directives should come from the Cabinet regarding the overall participation of the college to collect and document our efforts.

Action items:	Person responsible:	Deadline:
Re-send the Feedback Summary to members with a comments column	Claudia Tonihka	3 days
Visit with Cabinet to ensure continued support of Council efforts	Laura Cates	1 week
Champion our areas for gathering responses to the SP O's & OO's	All	Ongoing
Regularly communicate with Expanded Cabinet so that all accreditation efforts can be shared campus wide	Laura Cates	Ongoing

Additional Information

Meeting Adjourned. Next meeting TBA.