Meeting Record

NorthWest Arkansas Community College Quality Council

Thursday, May 6, 2010

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

Team members participating: Kate Burkes, Laura Cates, Rey Hernandez, Amber Holloway, Gina Kincy, Bruce Moses, Roxann Maish, Pam Nash, Stacy Reagan, Tricia Sparks, Claudia Tonihka, Gerry Weatherford

Team members absent: Troy Cash, Shannon Demuth, Curtis Harrell, Leigh Harrell, Todd Kitchen, Christy Reynolds, Natasha Washington

Guests: Lenora Sotlar and Sheena Johnson

1. Meeting was called to order by Bruce Moses.

2. Team reviewed the minutes from April 1, 2010. Prior Meeting Record was approved with note to correct typos in items 5 and 6.

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

3. Lenora Sotlar gave a presentation on Title III and introduced NWACC's new data analyst, Sheena Johnson. Handouts were given during the presentation. (A copy can be obtained by emailing Claudia.)

a. Title III is a 5 year grant and is non-renewable.
b. Cannot support initiatives already in place.
c. Can be used for new projects within current initiative.

4. Action Projects updates were presented.

a. Weatherford: Initial meeting has occurred, charter is being developed, and next meeting has been scheduled.
b. Kincy: Schedule conflicts have impeded first meeting but efforts are moving forward; People Admin has been implemented which has already improved the review process for hiring.
c. Harrell: Bruce Moses reported that Harrell is working with Dr. Tuthill to purchase the PLATO software for the project.
d. Kitchen: Bruce Moses reported that back documentation is being developed and the project continues to move forward.

5. Amber Holloway gave an update on the Systems Portfolio.

a. Lead writers were selected to finalize drafts prior to final "one-voice" edits.
b. Susan Holmes now has 7 of the 10 sections for final edits.
c. 150 to 200 participants across campus.
d. On schedule for June 1st submission deadline.

6. Bruce gave some additional information on what the Systems Portfolio does for us as an organization.

a. Multiple opportunities to participate across the college.
b. Council will be participating in an evaluation exercise after the submission.

7. Bruce made mention of the Continuous Improvement activities happening at NWACC. Made specific mention of the high number of improvements that have been documented by Banner Support. Great work and the efforts continue.

8. Bruce gave an update on the Transparency Survey. Gates would like the QC to examine for what's good, what's bad, and what's missing. Bruce thinks Conversation Day would be a great forum to conduct the survey.

Action: All members need to review & evaluate the survey and be prepared to discuss at the next meeting where we will come to a consensus on the feedback to be forwarded to Gates.

9. Meeting adjourned. Next meeting is June 3, 2010 (tentative).