Meeting Record

NorthWest Arkansas Community College Quality Council

Thursday, February 4, 2010

Time: 1:30 – 3:00 p.m. Location: Burns Hall 2446

Team members participating: Kate Burkes, Troy Cash, Laura Cates, Curtis Harrell, Rey Hernandez, Amber Holloway, Gina Kincy, Todd Kitchen, Bruce Moses, Pam Nash, Christy Reynolds, Tricia Sparks, Claudia Tonihka, Gerry Weatherford

Team members absent: Shannon Demuth, Leigh Harrell, Roxann Maish, Stacy Reagan, Natasha Washington

1. Meeting was called to order by Bruce Moses in Leigh Harrell's absence.

2. Team reviewed the minutes from December 3, 2009. Prior Meeting Record was approved with note to remove item about October 2009 meeting in item #1.

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

3. Team recognized the 4 selected AQIP Action Projects and the 3 selected Continuous Improvement (CI) Initiatives. Bruce announced the Cabinet Champion for each Action Project. Need further conversation prior to moving forward with the CI items.

John Tuthill for 2 projects: Enrollment Pilot and Developmental Math Project
Steve Gates: Energy Consumption Project
Gina Miller: Hiring Practices Project

4. Next steps were discussed: contacting team members and champions for the purpose of member selection. Teams will periodically report to Expanded Cabinet on their progress.

Action: Bruce Moses and Claudia Tonihka will to post-checks will the teams periodically.

5. Team reviewed the draft of the 2010-2015 Strategic Plan per the request of the Planning Committee.

Action: Team members will make comments in WIKI regarding the draft by 4:30pm, Friday, February 5, 2010.

Action: Claudia Tonihka will compile the results and forward on to the Planning Committee.

6. Team reviewed the Survey for Transparency and Openness proposed document. It was noted that we need to be able to track how many don't respond as that information is very relevant. The responses will be Yes/No with a comment section available.

Action: Team members will make comments and provide feedback in WIKI regarding the draft by February 17, 2010.

Action: Claudia Tonihka will compile the feedback.

7. Meeting adjourned. Next meeting is March 4, 2010.

cbt