**Meeting Record**

# NorthWest Arkansas Community College Quality Council

Thursday, November 5, 2009

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

**Team members participating**: Kate Burkes, Laura Cates, Shannon Demuth, Curtis Harrell, Leigh Harrell, Rey Hernandez, Gina Kincy, Todd Kitchen, Bruce Moses, Pam Nash, Stacy Reagan, Christy Reynolds, Tricia Sparks, Claudia Tonihka, Gerry Weatherford

**Team members absent**: Troy Cash, Natasha Washington, Amber Holloway, Roxann Maish

**1.** Meeting was called to order by Leigh Harrell. (The October 29th meeting was cancelled.)

**2.** Team reviewed the minutes from October 15, 2009. Prior Meeting Record was approved.

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

**3.** Team reviewed and discussed the Charter. The Charter was approved.

**Action: Claudia Tonihka will post the approved Charter to the website.**

**4.** Bruce Moses explained the criteria for reviewing Action Projects. Review and discussion of the Rating Form followed.

**Action: Curtis Harrell will post the Rating Form to the WIKI.**

**5.** Group reviewed the AQIP Action Project submissions. 6 projects are currently on the WIKI with one pending for posting.

**Action: Curtis Harrell will add the projects to the Rating Form page.**

**Action: Claudia Tonihka will update the Project documentation so that both the AQIP and HLC formats are available for review.**

**Action: All Team members will review and rate all 7 projects prior to the next meeting.**

**6.** A brief presentation/explanation of the submitted projects was given by each submitter.

**7.** Curtis Harrell demonstrated some of the features and navigations of the WIKI for the team.

**8.** Meeting adjourned. Next meeting December 3, 2009.



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