Meeting Record

NorthWest Arkansas Community College Quality Council

Thursday, December 3, 2009

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

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

Team members absent: Kate Burkes, Troy Cash, Amber Holloway, Bruce Moses, Natasha Washington

Guest: Christina Smith

1. Meeting was called to order by Leigh Harrell.

2. Team reviewed the minutes from November 5, 2009. Prior Meeting Record was approved.

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

3. Team reviewed and discussed each AQIP Action Project submission. The submissions were approved to be forwarded onto to Cabinet. (NOTE: Weatherford project was pulled by submitter during meeting, however as it met all criteria, it will proceed as well as per Bruce Moses.)

4. Four of the seven projects will be modified to address comments made by the QC during the review process.

Action: Curtis Harrell, Shannon Demuth, Todd Kitchen and Claudia Tonihka will all modify their respective submissions and repost to the WIKI.

5. Team did not have time to discuss in detail the AQIP Team I Recommendations for Communications during the meeting. Team was advised to make comments in the WIKI directly prior to December 10, 2009. (NOTE: It was relayed that the next Cabinet meeting was to be December 8th, so an email was sent to prompt all submissions by the end of the day on the 7th)

Action: Team members will make comments in WIKI regarding supporting the Recommendations.

Action: Claudia Tonihka will compile the results and forward on for presentation to Cabinet.

6. Meeting adjourned. Next meeting Date to be determined.

cbt