Meeting Record

NorthWest Arkansas Community College Quality Council

Thursday, February 24, 2011

Time: 1:30 p.m. – 3:00 p.m. Location: Student Center 313

Team members participating: Lisa Anderson, Laura Cates, Shannon Demuth, Steve Gates (Guest), Rey Hernandez, Greg Kiser, Todd Kitchen, Lynda Lloyd, Melodie Marcks, Patti Mocivnik, Bruce Moses, Pam Nash, Stacy Reagan, Christy Reynolds, Mark Scott, Claudia Tonihka, Gerry Weatherford

Team members absent: Troy Cash, Curtis Harrell, Leigh Harrell, Amber Holloway, Brooke Holt, Roxann Maish, Ryan Moore, Toni Stenshoel, Jack Thompson

1. Meeting was called to order by Bruce Moses. He introduced Laura Cates as the Council's new Co-Chair.

2. Steve Gates addressed the Council. He spoke to role that the Council will play as we move forward with continuous quality improvement (CQI) efforts at NWACC. Highlights below:

a. QC will be the primary team steering the CQI efforts.
b. QC will play a big role in educating peers on CQI.
c. Advised of data available to the Council: FoE, Systems Appraisal, and Transparency & Openness Survey.
d. QC will form a sub-committee to analyze Survey data and make recommendations to Council regarding actionable items.
e. Will receive periodic feedback from the Administrative level by Dr. Gates

3. Laura gave quick overview – what our goals are as we proceed. (see item 9 below)

4. 2010 AQIP Action Project Updates:

a. Gerry Weatherford presented update on the Energy Conservation project.
b. Todd Kitchen presented update on the Enrollment Services Pilot project.
c. Bruce presented for Curtis Harrell the update on the Supplemental Instruction project.

Action Item: Once updates received electronically, Claudia Tonihka will post them to the WIKI.

5. Todd gave an update on the recent Strategy Forum in Lisle, IL. The Strategy Forum Team developed an Action Project regarding "Valuing People". Further details will be coming regarding the Council's role in this activity.

6. Bruce gave a brief overview of the developing Goals Document.

a. Goals and Objectives were developed at the Administrative level based on the Systems Appraisal, Conversation Day feedback and assessment needs
b. Actions Strategies and Performance Targets were developed at all other levels of the institution
c. Serves as structure for alignment of goals and strategic planning
d. Document will be reviewed by various bodies throughout the College for feedback

Action Item: Document will be disseminated as noted below:

Claudia will send to Quality Council membership
Curtis Harrell will share with Faculty Senate (FS)
Christy Reynolds will share with Staff Council (SC) Officers
Laura will share with Assessment Committee

Action Item: Any feedback on Goals document should be shared with immediate supervisor and/or cabinet representative

7. Laura reviewed our expectations of items to be completed by May

a. Solicit information (potential measures) for Valuing People Action Project from QC, FS, and SC.
b. Recommendations from sub-committee to potentially develop an Action Project to address opportunities presented in the Transparency Survey data.
c. Review Goals document and share feedback with leadership.
d. Launch solicitation for additional Action Projects.

8. Laura encouraged all QC members to review the Systems Appraisal. Bruce informed that the FoE efforts align with our CQI.

9. Other business:

a. Gerry asked membership to report the quality of light (on the ground) from the southern pole on the west parking lot.
b. March 1st – Arkansas Assessment meeting in Fayetteville.

10. Meeting adjourned. Next meeting TBA.