Quality Council Meeting

December 2, 2011
11:00 AM to 12:00 PM
Burns Hall 1444

Meeting called by:	Laura Cates	Type of meeting:	AQIP Activities
		Note taker:	Claudia Tonihka
Timekeeper:	Laura Cates		

Attendees: Lisa Anderson, Laura Cates , Lynda Lloyd, Tim McGinn, Pam Nash, Claudia Tonihka, Kate Burkes (guest), Ricky Tompkins (guest)

Agenda

Item	Person	Time allotted:
Welcome	Laura	2 minutes
Timeline for Spring	Ricky Tompkins	5 minutes
Status Update on Action Projects	All	30 minutes
Questions/Group Discussion	All	10 minutes

Minutes

Welcome	**L. Cates**	**2**

Laura welcomed Tim McGinn (our newest member) and our guests (Kate Burkes & Ricky Tompkins) to the meeting.

Timeline for Spring 2012	**Ricky Tompkins**	**10**

Ricky shared with the Council what our future focus will be as we move forward. The next two pending accreditation events are the Site Visit coming in 2012/13 and the 2014 submission of the Systems Portfolio. In January 2012, there will be a comprehensive assessment of the Systems Portfolio Appraisal (SPA) to determine where we are, what has been documented and what still needs to be done.

For the Site Visit NWACC needs to establish supporting evidence that we are doing continuous improvement.

QC members need to work within their respective areas to stress the importance of the work. Accreditation work is not additional, it's just documenting what we're already doing.

January 15 – 20th there will be a document inventory status check. It needs to be determined who will be responsible for this in the successive months following the initial check.

Laura shared with Ricky our progress including the working copy of the Opportunities from the SPA. Gates is sending out an email to leadership to further support our efforts.

Lynda shared with the QC that resource links for annual reports is being developed, should be live in January 2012. The demo is being shown to Expanded Cabinet on Dec. 5th.

Ricky advised the QC that NWACC is looking to modify its benchmark schools. We want to compare ourselves to top schools and not just Arkansas institutions.

Further details on timeline to be discussing at next meeting

Action Item: Prompt Dr. Gates to send out emails to leadership to help support QC efforts.	Person responsible: Ricky Tompkins	Deadline: on-going
Action Item: Send working copy of Opportunities Document to QC members	Claudia Tonihka	Dec 7th

Action Project Status Updates — Anderson, Burkes, Lloyd — 25

Updates were given on our 3 current Action Projects:

Kate Burkes shared a handout with her team's progress thus far and next steps. They are currently reviewing various software packages and plan to have finalist products chosen by March 2012. The project is on track.

Lynda Lloyd reported that the Valuing People team has been meeting. She invited those who would like to attend their meetings (Friday's at 9am) to do so as observers only. The team is moving forward in their efforts to identify measures of valuing people within the categories of evaluation, recognition, and development.

Lisa Anderson reported that the Data Needs project team has identified 7 data-blocks with which to focus on and develop reports for that would be accessible from the webpage or Intranet. IT is currently working with our Argos software to develop the reports. The first data-block is expected to be active by the end of January 2012.

Action items:	Person responsible:	Deadline:

Questions/Group Discussion — All — 5

Laura shared the working copy of the Opportunities document with the team members present. The working copy already has some feedback that may assist other QC members in addressing the opportunities identified in the SPA. All members are asked to review and continue to garner feedback from their areas.

Action items:	Person responsible:	Deadline:
Continue to look for evidence and processes (new and improved) that will address the O's and OO's in the SPA.	ALL	by Jan 2012 meeting

Additional Information