Meeting Record

NorthWest Arkansas Community College
Process Improvement Team

Thursday, April 15, 2010

Time: 1:00 – 2:00 p.m. Location: SC 318

Team members participating: Lynda Lloyd, Sean Lucero, Nathan Miles, Mark Scott, Marsha Woolfolk, Theresa Collins. Absent team members: Norma Garcia, Marie Scharfenberg, Miztie Williams

1. Meeting was called to order by Lynda Lloyd, team leader.

2. Team reviewed the minutes from April 8, 2010 and they were approved.

3. Lynda recapped briefly on the AQIP meeting which she attended for a few days. It was a very impressive meeting with the other colleges and then the round table discussion that was available. They also talked at this meeting about having a State Wiki set up for AQIP.

4. It was suggested that each team member should have at least 2 processes that needs improvement to bring to the next meeting for discussion.

5. Marsha had an idea about the approval process as how to simply it. (Such as the memorandum process.)

6. Sean had a suggested about using IM to implement it as a media to contact people to help make work more productive, easier access to teachers, advisors, etc.

7. Mark had several ideas: 1) Safety around the campus – student sitting in hallways blocking travel, plugs outlets and children, microwaves, etc. 2) Printing – copies and mailings, etc. – controlling the waste of material and money. This brought on a very good discussion of what is happening around campus and some ideas that the team could look at. Also another team maybe looking into this process of controlling printing and waste.

Action: Mark is going to check with the other team to see where they are on this process. We don't want to duplicate their efforts or if there is another avenue we could take.

8. Meeting adjourned. Next meeting is April 22, 2010.

cbt