Quality Council Meeting

May 3rd 2011
2:00 PM to 3:00

Meeting called by:	Bruce Moses/Laura Cates	Type of meeting:	Decision Making
Facilitator:	Laura Cates	Note taker:	Laura Cates
Timekeeper:s	Laura Cates		

Attendees:	Rey Hernandez,Shannon Demuth,.Lisa Anderson,Christy Reynolds,Greg Kiser,Stacey Reagan, Todd Kitchens,Curtis Harrell,Melody Marcks,Lynda Lloyd,Gerry Weatherford,Tony Stenshoel,Ryan Moore,Brooke Holte

Agenda

Item	Person	Time allotted:
Welcome	Laura	5 minutes
Review of Action Project	All	45 minutes
Feedback reminder for Goals document	Bruce	5 minutes
Other		5 minutes

Minutes

Welcome	**L. Cates**	**5**

Action Project Review	**Council Members**	**45**

Six Action Projects were discussed – Valuing People, Student Course Evaluation Technology System, Defining and Addressing Institutional Data Needs, Advisor Training Program, College Catalog Update Process, and HR Action Project. Each project was explained and discussion ensued. Complete Action Projects were sent to members for the meeting.

Curtis (Catalog Revisions) – a question of printed form/electronic form was raised and the ease of finding the catalog

Brooke(Advisor Training Program) – yearly training, possibly a certificate given and will pilot with our existing staff/faculty advisors and be a part of all new advisors orientation. Question: What about a competency test being given/Pre/Post?

Lisa (Data Needs) – Questions: Corporate Learning needs to included also.

Todd (Valuing People) – Questions: What does it mean to staff/faculty? Is it money? Actual measures – evaluation processes and percentage of employees evaluated/employee turnover rate/sabbaticals/structure and process of decision making(two way street – up and down)

Lynda(HR AP) – was submitted last year and is being revamped. We did not have copies of this but Lynda will send one when some items have been updated.

Bruce (Students Evaluation System) – Everyone is doing it different across campus and there needs to be centralized electronic system to make it efficient.

Action items: Committee members will receive the rating grid May 4th and will rate action projects discussed.	Person responsible: Laura will send out rating grid. All committee members will rate.	Deadline: May 31

Goals Document	**B. Moses**	**5**
Discussion: Bruce has received revisions.		
Conclusions: The next quality council meeting needs to have all recommendations done at the next meeting.		
Action items:. Make sure everyone has had a chance to see the document from their supervisors.	Person responsible: All	Deadline: May

Other	**All**	**5**
Discussion: Next Meeting needs to be 1.5 hours		
Conclusions: Faculty will not be present for the next meeting but will send rating grids/questions/comment to Laura in written form so that they can be represented at the next Meeting.		
Action items:	Person responsible: Faculty members not able to attend the next meeting	Deadline: May 17th

Additional Information

Special notes:
May 31st
2 – 3:30 p.m.

Committee discussed May 24th, but if no one objects I would like to move it the 31st.