Quality Council Meeting

November 4, 2011
2:00 PM to 3:00 PM
Burns Hall 2445

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

Attendees: Lisa Anderson, Laura Cates ,Melody Marcks, Claudia Tonihka, Eric Vest

Agenda

Item	Person	Time allotted:
Welcome	Laura	2 minutes
Update on System Portfolio Responses	All	30 minutes
Timeline for Spring	Laura	10 minutes
Meeting time for December	All	5 minutes

Minutes

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

Update on Systems Portfolio Responses	**Council Members**	**30**

Melodie Marcks reported that she and Stacy Reagan met with Tim Cornelius to obtain buy-in and support for this effort within the department/division that he oversees. They will be meeting with various department personnel to address the O's and OO's within the Feedback report. Their first meeting December 6th or 7th.

Laura Cates stated that she wanted all documentation (follow-up items) to come directly to her. She will work with Claudia Tonihka to review and distribute to the rest of the Council.

Eric Vest reported that efforts in Learner Services are being aligned with AQIP activities. This alignment should greatly assist Learner Services with identifying evidence items for use in the Systems Portfolio.

Lisa Anderson relayed IR's work on the Systems Portfolio feedback report. Many items have already been identified to address the O's and OO's.

Laura reported that Steve Gates has stated he will be contacting Supervisors and Deans about this current QC activity and offered his support in those efforts. She also shared that in January that the QC will present our general findings to Steve Gates and Cabinet.

Action Item: Department/Division documentation for the O's and OO's is to be sent directly to Laura Cates.	Person responsible: all QC members	Deadline: as developed
Action Item: After meeting with Steve Gates, send detailed instructions to team regarding feedback work and next meeting notice	Laura Cates	Nov 10th

Timeline for Spring	**L. Cates**	**10**

Discussion: During January 2012 meeting, QC will develop and finalize a timeline for completion of current activities. Laura will be speaking with Steve Gates regarding a reporting calendar.

Action items:	Person responsible:	Deadline:

Other	**All**	**5**

Tabled: Meeting time for next meeting

Action items:	Person responsible:	Deadline:

Additional Information

The question was posed: How do we get clarification from the HLC regarding the feedback we've received in the Systems Portfolio Appraisal? This will be an item for follow-up.