

Quality Champions Committee

Meeting Minutes – August 29, 2005

Members Present: Chris Crawford, Casey Rackaway, Craig Karlin, Mark Stutz, Germaine Taggart, Michael Martin, Chapman Rackaway, and Patti Griffin

Members Absent: None

Others Present: None

Next Meeting: Monday, September 26, 2005
3:00 pm – President's Conference Room, SH306

I. Announcement

- Meeting called to order at 3:00 p.m. by Chris Crawford.
- Chris expressed appreciation to the committee members for their contribution to Quality Champions and the University's AQIP process this past year.

II. Status Update/News

- **AQIP Systems Appraisal (handout):** Chris shared the draft of the AQIP Executive Summary and requested any feedback by the end of the week. The final AQIP Executive Summary will be shared widely within the University and other stakeholders.
- **Status Update: Systems Appraisal Training (handout):** Chris shared the schedule for AQIP trainings in the Higher Learning Commission. Systems appraisal training is October 12-14, 2005, and May 3-5, 2006. The individuals who are scheduled to go for training are Liane Connelly and Amy Finch. Casey Rackaway asked to also attend the training. May will coordinate the travel for the three individuals.

The NCA annual meeting, which is anticipated to be the end of March 2006, is open to anyone who is interested in going. Chris suggested that the team inquire of their departments to see if there are others who may be interested in going. He suggested that there be either individual or collaborative presentations be offered for use at the NCA annual meeting.

III. Tasks

- **Review of Department Annual Reports (handout):** Several of the departments' annual reports were shared with the committee. These reports are a coordinated effort of student assessment, which will help in our accreditation

process. As part of the process of refining the annual reporting by departments, a team of department chairs will be formed to standardize the college annual report, which will be based on the information contained in the individual department reports.

The task before this committee is to review the department annual reports; list strengths and weaknesses; and provide a brief report on their review for each department. Chris suggested a timetable of completion of October 15, 2005. Each member of this committee will review about ten department reports. Chris shared a document from AQIP entitled "Writing Feedback in Appraising an AQIP Systems Portfolio," which he suggested be used as a guideline for reviewing the department reports. He requested that the report provide objective responses, not prescriptive, and that the student learning outcomes be critically reviewed.

- **Draft of the Organizational Indicators (handout):** Chris shared a draft of the organizational indicators, which is a compilation of KPIs from reports done by various groups on campus. Chris hopes to have the final document completed by the end of September.

IV. Future Actions

- **Planning for the next AQIP Systems Portfolio:** Chris asked for feedback/viewpoints from the committee as to the next Systems Portfolio process. The members who are reviewers of other systems portfolios believe that FHSU is much farther along than other organizations in the whole process. Assessing student learning outcomes is still an area which requires more attention by FHSU, as is the case for other institutions. One of the strongest points for our systems portfolio is the collaborative way in which it is written.

The next Systems Portfolio should be written by January-February 2007. Chris suggests that we invite new people to help write the portfolio and to provide training for new committee members. The new writers should also review other portfolios so as to get a feel for how other organizations approach the systems portfolio process. Chris asked for committee members to consider other individuals in their departments and colleges who may help with the writing of the next Systems Portfolio. It was suggested that a graduate assistant be used to help with the writing process.

The committee considered whether to invite someone outside of the university community to join Quality Champions, such as someone from Hays Medical Center who is familiar with the quality improvement process. Chris will pursue this option and report back to the committee.

- **FHSU Quality Handbook:** Chris has reviewed several different handbooks (i.e., Arizona State and Sprint). His goal is to begin drafting a quality handbook for the university.

V. Adjourn

- Meeting adjourned at 4:30 p.m.
- There was a discussion about future meeting dates, and it was the consensus of the committee that the last Monday of the month continues to be a good time to meet.
- Next meeting will be on Monday, September 26th, at 3:00 p.m. in the President's Conference Room, SH306.