

Quality Champions Committee

Meeting Minutes – September 18, 2003

Members Present: Diane Scott, Lianne Connelly, Debbie Mercer, Dave Schmidt, Chapman Rackaway, John Ross.

Others Present: None

Next Meeting: Thursday, October 9, 2003
3:00-4:00pm - Sheridan 306 President's Conference Room

I. Announcements

- Meeting called to order at 3:00pm by Dr. Diane Scott.
- Agenda and other supporting documents were distributed.

II. Status Update

- Due to Dr. Crawford attending another meeting for Dr. Gould, the status updates were placed on hold until the next meeting.
- Approval of the minutes was placed on hold until the next meeting so everyone could review them.
- Completion of the Affinity Diagram for the Quality Champions was not finished. It will be placed on hold until the next meeting.

III. Action Items

- The updated committee charge was reviewed. Diane asked everyone to review it in-depth and to be prepared for discussion if needed at the next meeting.
- Quality Champion notebooks were distributed. The binder is to be a resource for your perusal. When you receive information, please place it in the notebook for your future use.
- The MiniSWOTs were reviewed. There is a division for these forms in the notebooks. Please place these in that division.
- Review of the website links was performed. Several suggestions were made to make the site and the links user friendly for everyone.
- Review of the AQIP survey was performed. Several suggestions were made so that answers received could be analyzed more efficiently.

- The due date for the System Portfolio has been changed to May 1, 2004. Please see the revised workflow.

V. Adjournment

- Meeting adjourned at 4:10pm.