



MORAINÉ PARK

TECHNICAL COLLEGE

An Equal Opportunity Employer/Educator Functioning
Under An Affirmative Action Plan

MEETING ACTION PLANNING

DATE: 01/31/07

TEAM/GROUP: QUALITY COUNCIL

RECORDER: L KOUNELIS

MEMBERS PRESENT:

Nadine Allen

Chuck Brendel

Josh Bullock

Jay Edgren

Craig Finley

Joe Halter – Welcome

Gloria Madison

Bradley Mitchell

Raj Pathare

Marty Potter

Connie Schaumberg

Mary Vogl-Rauscher

Cindy Wolf

Karen Zuehlke

AGENDA ITEMS:

ITEM/CONCERN: Review Procedure for Selection & Prioritization of Continuous Improvement Projects

ELEMENTS OF CONCERN: Review proposed procedure

TYPE OF ACTION: Discussion/Decision

WHAT ACTION WAS/WILL BE TAKEN: Nadine gave an overview on the revised Quality Improvement Recommendation Form – “Continuous Improvement Project Selection Draft” - Developed in Survey Monkey. As part of the suggested process, forms would be held in a database & then relayed to Nadine; who will contact the person making the suggestion to discuss how the suggestion relates to the 3 MPTC Wildly Important Goals & the 9 AQIP criteria. Given this information, each team member will then rank how they relate to these goals/criteria and this will then help the group determine which projects are selected. At present this form is not published online – a draft will be provided to Team members. Suggestions for improvement can come from any MPTC staff member. Each team working on an improvement project will have 3-4 people from the Quality Council in addition to staff from the area in which the work will be completed. Ideal timeline to complete a project would be 3 – 6 months. Each team will have a facilitator/team leader who will report progress to Nadine. Form will be attached to minutes for review.* Suggestion (by a committee member) that team members possibly receive a stipend for their services/providing value while working on the improvement projects. We need to roll this out appropriately so staff do not view the suggestion form as a negative.

WHO IS RESPONSIBLE: *Nadine

BY WHEN: *Attachment

ITEM/CONCERN: February Site Visit Agenda & QC Responsibilities

ELEMENTS OF CONCERN: Review the agenda for next week’s AQIP Site Visit

TYPE OF ACTION: INFORMATION:

WHAT ACTION WAS/WILL BE TAKEN: Nadine reviewed the agenda for the site visit, Feb 7-9. No visits to BD or WB – Open sessions will be broadcast IP to all campuses. Conversational meetings – not an audit.

DAY 1: Review Federal Compliance packet, Quality Initiatives, four action projects and Systems Portfolio. Following the 1st day meeting, participants will meet for dinner at Park Terrace. Please let Nadine know (by 2/1) if you will be at both the meeting and/or the dinner – call or e-mail Nadine.

DAY 2: A.M. – Strategic Planning. 3 open sessions via IP: Students: 10:30 – Noon - This was broadcast in the student newsletter; Faculty discussions – 1:15-2:45; Discussion w/ Staff: 3:00-4:30 p.m. **FINAL DAY:** Wrap-UP – Quality improvement Feedback; Future planning. Wrap-up session @ 10:30 open to all staff. Final report (from commission) will be available sometime in early March. Latest, updated portfolio is available online at Morainepark.edu. In the future the portfolio document will be kept updated on a regular basis. Nadine will contact Gloria Arenz about communicating the site visit to our online students through ecollege (complete 2/2/07).

WHO IS RESPONSIBLE: Nadine

BY WHEN: During site visit

ITEM/CONCERN: Set Upcoming Meeting Dates for Remaining School Year 06-07

ELEMENTS OF CONCERN: Discussion on eliminating March meeting date, due to White Belt trainings. IP is an option. Will we meet during the summer?

TYPE OF ACTION: DECISION

WHAT ACTION WAS/WILL BE TAKEN: Will leave March meeting as scheduled & run IP – **March 14**, 1:30 – 4:00 p.m., Wed, **April 11** – Decision later on campus location – 1:30 – 4:00 p.m. and **May 2**, 1:30 – 4:00pm. **July 18** – tentative/BD. Fall schedule TBD at a later date.

WHO IS RESPONSIBLE: Nadine will schedule rooms and send invites

BY WHEN: next meeting

ITEM/CONCERN: Lean Activity – Glen Thielke/group

ELEMENTS OF CONCERN: Glen presented a Lean Manufacturing Exercise – gave overview of activity – group will participate. 10 minutes in each round.

TYPE OF ACTION: Team participation in Lean Exercise. Goal of the exercise was to illustrate how process improvement enhanced quality & production. The Quality Council enjoyed the activity and realized how changes, no matter how large or small, affected the end result of a process. Communication was of utmost importance or the task would fail.

ITEM/CONCERN: HLC Annual Meeting

ELEMENTS OF CONCERN: Information on the Higher Learning Commission Annual Meeting in April

TYPE OF ACTION: www.ncahlc.org – Visit the HLC website for program specifics. Meeting Dates: 4/20 – 4/24 – Hyatt Regency – Chicago. Room rates \$149.00 – 179.00/night. Cost for general program is \$255 per person - \$15 discount if registered by March 23; 1 day only cost - \$165.00. Contact Nadine with any questions and please RSVP if you want to attend before the end of February.

WHAT ACTION WAS/WILL BE TAKEN: Registrations to Nadine

WHO IS RESPONSIBLE: Nadine

BY WHEN: February 28.

ISSUES BIN:

DESIGN AGENDA FOR NEXT MEETING:

- Items:
1. Facilitation training (likely postponed until April, face to face meeting is required)
 2. Site visit review
 3. Review improvement project process
 4. “Colors” by Marty Potter

NEXT MEETING:

Date: March 14, 2007
Time: 1:30 – 4:00 p.m.
Location: **IVC format: K309.2,
O208, and T205**

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