

College Committee on Quality Assurance
 Chair – Trudy Heffernan
 November 29, 2016
 10:00 am – 11:00 am
 Sutherland Campus
 Room: B2 345

Present:	Brian Bates James Boesch Shelley Mantik Trish O'Connor Terry Williams	Trudy Heffernan Kristi Kerford Brenda Pander-Scott Angie Sims
Regrets:	Roger Fitch Sandra Dupret	Molly Westland

AGENDA & MEETING MINUTES

ITEM / Time	LEAD	PREPARATION FOR DESIRED OUTCOME	NOTES	ACTION
1. IP for Service Update 15 minutes	Trish	Trish will provide an update for discussion of evidence related to QA standards	Trish provided an overview of the work completed to date with some of the service departments and responded to questions. All agreed that this work will provide excellent evidence of the continuous review and improvement efforts of these areas.	Trish to provide updated documentation upon completion of process, including which service areas have been completed and which are scheduled for next year.
2. Discussion of Evidence Collection for CQAAP 15 minutes	Trudy And All Members	Sharing of additional evidence identified for inclusion since last meeting Development of tentative schedule of meetings with each department	Budget committee documents Program and Curriculum Review site and improvements. Program Advisory Committee improvement plan – new website and consolidation of membership info.	Meetings to be held with departments in spring of 2017.

3. Policy / Procedures <i>5 minutes</i>	Trudy Brenda	Updates with regard to status of policy / procedure work	Faculty Evaluation Policy – had been updated, but not approved through the Board. Academic Integrity Policy near completion. Registration, and Grading policy updates still pending. Met with Michele McFadden to review Board of Governors schedule to receive updates in May/June 2017.	Policy to be completed in next cycle. Faculty Evaluation Committee will be revitalized to include new membership.
4. Adjournment	Trudy		Meeting adjourned at 10:55 a.m.	