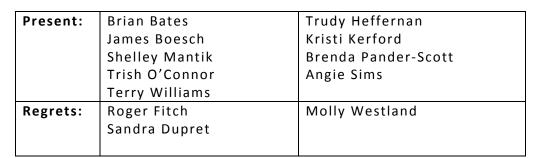
College Committee on Quality Assurance Chair – Trudy Heffernan November 29, 2016 10:00 am – 11:00 am Sutherland Campus

Room: B2 345





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