

Continuous Improvement Commission (CIC) Meeting Minutes

The meeting was held at 1:00 p.m. on Monday, July 17, 2017 in Building 7, Room 114, Ankeny Campus.

Attendance:

Commission members in attendance: Ahmed Agyeman, Kristin Bode, Jerry Burns (*departed at 1:05 p.m.*), Sara Kelly, Erin Lee, Joel Lundstrom, Kay Maher, Gloria Neppl and Brad Spielman.

Commission members absent: Joe Baxter, Jacki Boldt, Nola Hanson, and Joe Seuntjens.

Others in attendance: Carolyn Farlow, Machel Sabin, and Bonnie Slykhuis.

Agenda Items:

Revisions/Additions to the Agenda: There were no revisions or additions to the agenda.

Approval of the Previous Meeting Minutes: The June minutes were approved as presented.

CIC Members' Role as Point of Contact (POC) for Project Proposals and Reporting Discussion:

This role is new to Commission members as it was first discussed at our June meeting. Overall, the system worked well for all during the past month. No questions or major issues have surfaced at this point.

CIC First Year Discussion:

- a. **Where did we start?** Many of our current projects were already started when the Commission was formed. This is evidence that the College already had a continuous improvement culture in place but the improvement efforts were not always formally measured or reported.
- b. **Where are we now?** The Commission has worked hard this year and is trying to establish the best flow for all projects. We are currently trying to determine how to best check on the progress of current projects (frequency, phases, when)? The plan is to have each Project Lead submit a quarterly report at the end of each quarter – March 31, June 30, September 30 and December 31, and face-to-face update presentations will occur at least annually. The POC will help to determine the appropriate timing of these presentations.
- c. **What have we learned?** We have a need for a short status report for each project – possibly a spreadsheet on SharePoint – that includes information on each project's current state (project name, lead, CIC contact, last activity/contact date and last activity notes).
- d. **Where do we want to be in another year?** The Commission wants to continue to fine tune its processes, celebrate the successes of current and past projects, and explore possible options of using technology to connect Commission members from other campuses to monthly meetings to reduce travel time.

New Business: None.

Upcoming Meeting Dates:

- 1:00 p.m., Monday, September 18th; Location TBD

Adjourn: The meeting adjourned 2:07 p.m.

Respectfully submitted,

Carolyn Farlow