### Mission
The purpose of the AQIP Council is to prepare the content for the Systems Portfolio and monitor the progress of the Action Projects.

### Council Activities
- Staff committees for 9 AQIP Categories and 3 Action Projects
- Implement activities to get Systems Portfolio underway
- Identify institutional data needed for process questions
- Meet monthly
- Give update reports at each meeting (2 minutes)
- Report on progress to the Executive AQIP Council

### Co-Chairs
- **Roger Giles**, Vice President, Administration
- **Denise Moseley**, Office of Institutional Effectiveness

#### Role of the Chairs
- Arranges and conducts team meetings, prepares agendas, gives members assignments and sub-committee work, and holds members accountable for assignments
- Facilitates the team’s group-dynamic activities
- Encourages participation from all members

### Recorder
- **Amber Sharp**, Office of Human Resources & Institutional Research

#### Role of the Recorder
- Maintain minutes of all meetings in hard copy and in an appropriate electronic format for website.
- Provide a list of action items. For each action item, identify the description, responsible person(s) and the estimated completion date.
- Should distribute the minutes and action items for all meetings within five business days after the meeting.

### Team Members
- **Terry Stinson**
- **George White**
- **Ed Kardas**
- **Kim Bloss**
- **Stacy Clanton**
- **Tim Daniels**
- **Tim Schroeder**
- **Lisa Toms**
- **Ben Johnson**
- **Denise Moseley**
- **David Ashby**
- **Eunice Walker**
- **Sandra Smith**
- **Shelly Whaley**
- **J Courson**
- **Roger Giles**
- **Jasper Lewis**
- **Donna Allen**
- **Daniel Page**
- **Jerry Thomas**
- **Sarah Jennings**
- **Trey Berry**

#### Role of the Team Members

#### Team Ground Rules
- Support the continuous improvement process.
- Meetings will begin and end on time.
- Attend planned meetings; contact chair if attendance is not possible.
- Contribute to the achievement of the goals and objectives.
- Objectives will be problem solving, learning, collaboration, and decision making.
- Maintain confidentiality regarding sensitive or controversial topics.
- Communications will be candid and tactful.
- Judge ideas, not people.
- Make decisions based on fact.
- Engage in active, respectful listening.
- Disagree as an ally.
- All decisions/assignments will be reviewed at end of each meeting for clarity/agreement.
- Members will complete the assigned pre-work and post-work.