# Executive AQIP Council Charter
## 2011-2012 Academic Year

### Mission
The purpose of the **Executive AQIP Council** is to promote and institutionalize systematic process improvement at SAU. The Council will advance institutional effectiveness by utilizing continuous improvement strategies and principles to promote data-informed decision making in institution-wide processes.

### Council Activities
- Oversee that AQIP requirements are met
- Write charters
- Approve Action Projects
- Review Continuous Improvement Initiatives
- Provide feedback to AQIP Council and Action Projects
- Suggest agenda items, as needed
- Approve budget requests to the President

### 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

### Website Coordinator
- **Greg Taylor, Office of Institutional Effectiveness**

**Role of the Website Coordinator**
- Design and maintain website

### Team Members
- **Roger Giles, Vice President, Administration and General Counsel**
- **Denise Moseley, Office of Institutional Effectiveness**
- **Donna Allen, Vice President, Student Affairs**
- **Kim Bloss, Dean, Graduate Studies**
- **Ronnie Ribble, Board of Trustees**
- **David Crouse, Vice President, Academic Affairs**
- **David Rankin, President**
- **Stacy Clanton, President, Faculty Senate**

**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.