### 1. Approval of minutes from November 2012--Terrye
- Motion was made by Kim Bloss and seconded by Roger Giles to accept the minutes from the November 7, 2012 meeting.

### 2. LiveText Proposal--Denise
- The AQIP Coordinating Team met with Roger Giles, Paul McLendon and Alan Davis regarding how to launch LiveText.
- This group advised the team to get a sample licensing agreement from LiveText and Denise reported she has received that and if a Request for Proposal (RFP) is needed LiveText can also provide the language for that.
- Paul has met with Daniel Grimmett and others from the business office.
- The AQIP Team and Paul will meet soon.
- In the first meeting the AQIP Team was given some assurance a summer launch is possible.
- A good draft is in place and the proposal can hopefully go before the board very soon.

### 3. Strategic Planning Update--Roger
- A draft of the Strategic Plan from the Strategic Planning committee will be shared at the Vice President's luncheon later today.
- Based on feedback surveys, number three in the plan will become a diversity goal.
- Different departments will be reporting what they are currently doing or will do this spring and once this information comes back the committee will see if measurements may still be needed.
- Hopefully a document will emerge from this in the next few months in time to go before the Board of Trustees and in turn the final document will be in the budget this spring.
- Roger expressed his appreciation for Lisa Toms’ work on the Strategic Plan.

### 4. New Action Project Report--Terrye
- The first Action Projects have officially been closed on the HLC website.
- Co-Chairs of the new Action Projects met with Terrye and Denise last week and the Faculty/Staff Development Project will be the first to submit a draft of their application.
- Discussion ensued regarding how to make the Faculty and Staff plan a permanent part of the culture and our system. While discussing which committee might be most appropriate to take this on, it was suggested possibly assigning a task force.
- It is agreed we have many people and resources already providing opportunities for development, but there is a communication disconnect advertising these opportunities, reporting who has been trained, and needs of faculty and staff regarding training.
- Del Duke reported the Faculty and Staff Development Action Project Team is addressing these concerns electronically. Shelley Keith will be able to incorporate a calendar for these opportunities that will blend with the existing University calendar. Also, a submission form and a database of people on our campus with knowledge and expertise willing to offer opportunities for faculty and staff development will be developed.
- Latricia Davis has offered to help classify the urgency of the need for trainings and help with the database.
- All of the above mentioned is in the early form of web based development.
- The Faculty Staff Development Action Project will likely turn into three action projects: the first being the needs assessment which has already been completed, the second and current project being the process, and the third being implementation.
- Roger noted learning how to divide tasks into parts and getting something accomplished every year is exactly what the AQIP conference stressed.
### 5. SPUR: Continuous Improvement Initiatives--Denise
- All forms and information have been given to the website development department and they report being very close to having it on the site.

### 6. HLC Conference--Terrye
- Dr. Rankin has approved a large group of 10 or 11 to go to the HLC Conference in April.
- Dr. Berry will be inviting faculty and staff members very soon.

### 7. Other Business--Terrye
- There will be no AQIP Executive Council Meeting in January
- February’s meeting is tentatively scheduled for Wednesday, February 6 at 10:00, pending Spring schedule confirmations.

### HANDOUTS/ATTACHMENTS

A. Minutes  
B. Action Project Proposal