Welcome
- Trey reminded all category teams that we are approaching the deadline for the system portfolio and offered help from the AQIP Coordinating Team.

Approval of minutes from December 2012
- December 13, 2012 minutes were approved with a motion by George White, second by Tim Schroeder.

Update on Systems Portfolio
- There have been some issues with the HLC website from their side. They have assured us they are getting the problems remedied.
- The HLC has posted additional rules for systems portfolios due in June, including rules for 11 pt. font and a one page or less category introduction. They also extended the length from 100 to 125 pages; however, the new font requirement of 11 takes up some of the space we may have gained because we were using a smaller font in the drafts.
- The category introduction should evaluate the maturity of the key processes in each category with particular focus on action projects. A handout was given to help describe the new introductory paragraph.
- Every category has a new document in SugarSync labeled “New Category ___ 2-14-13. This new document is in single column format which makes it easier to make edits, especially with tables. Terrye will also be glad to send this out in e-mail if needed.
- Category Chairs and Co-Chairs were given a handout summarizing the word count and sections completed/incomplete.
- The current draft is too long and there are sections that are not written. Members were asked during editing to write succinctly. It was suggested that a flow chart could describe a process using less space and words.

Deadlines for completing Systems Portfolio
- A new set of System Portfolio deadlines was handed out. Members were encouraged to contact Donna, Terrye, or Dee if data was needed for their section.
- A sign-up sheet was passed around to invite teams during February and March to Nelson 220 for a focus meeting to help them finish up their sections.
- Members were asked to be prepared for mandatory meetings for proofreading in Nelson 220 in early April.
- Writers were asked to highlight where they want hyperlinks.
- George White, Category 2, offered the advice of printing out one hard copy with a routing list so all team members can use the one copy to make corrections.
- Teams were also encouraged to save their current (long) version as a backup and as a source of data if needed later.

Action Projects and the HLC
- The action project for Faculty and Staff Development is posted on the HLC website.
- The action project for Faculty Evaluation is posted on the HLC website.
- Gen Ed is in the process of being replaced with Advising.
- The Gen Ed Action Project has been given to the General Education Committee, a very successful training was recently held in LiveText Assessment for the Gen Ed faculty. This semester 35 instructors will be assessing 50 classes. Almost all faculty who have participated in the Gen Ed assessment agree that the assessment process is very easy to work with.
Mulerider SPUR Update
• Members were given a copy of the Mulerider SPUR Flyer to be handed out this fall. Terrye expressed her appreciation for Aaron and Brice and the work they did on the flyer.

HLC Conference Update
• A group of seven representatives from SAU will be traveling to the HLC Conference in Chicago in April.

Two Minute Updates

Action Projects:
• **Action Project on Advising** - Steve - A survey has been developed and a meeting is scheduled for Monday to determine best way to deploy the survey.
• **Action Project on Faculty Staff Development** - Del - They are working on three phases, the first of which is the committee looking at what we want to do. The second phase is deciding the best way to use responses from Dr. Bloss's original survey, and phase three will be deployment later on this spring.
• **Action Project on Faculty Evaluation** - Gija - This group will meet Tuesday to look at data and see what is next for group. CourseEval will be piloted this fall at no cost to the University.

Categories:
• Category 1 Terrye - Two colleagues proofread 42 pages over Christmas. The category is not complete and needs some holes filled in for her part.
• Category 2 George - Report has already been updated; they are editing and trimming words.
• Category 3 Jennifer - Working on the section, significant progress has been made this past week. Results are coming in and hope to plug in holes and get it out for review.
• Category 4 Kim - They are in process of cutting section in half!
• Category 5 Roger - The processes are written, subject to cutting. Mostly through with results and still working on improvements.
• Category 6 Jasper - They are in process of editing.
• Category 7 Donna - Report had 7,000 words, a lot of graphs, charts and pictures being placed in a repository. Currently down to 5,000 and now revisiting.
• Category 8 Lisa - Processes have been edited. Results are yet to be determined, still have to meet with different units to get results of what we determine are key measures for University Strategic Plan. No foreseen problem writing improvement section as this is a new process.
• Category 9 Jerry - Section is over by 1,800 now just striking through and making sure we are concise and succinct.

Other Business
• There being no further business the meeting adjourned at 4:35.

HANDOUTS/ATTACHMENTS
Handouts:
• Agenda
• December Minutes
• Section details
• Category Introduction
• New Systems Portfolio Deadlines
• Mulerider SPUR Flyer

Completed: February 14, 2013 by Suzy Toms