**AQIP Council Minutes**

**MARCH 14, 2013**

**3:30 PM**

**MAGNOLIA ROOM, REYNOLDS 205**

<table>
<thead>
<tr>
<th>MEETING CALLED BY</th>
<th>AQIP Coordinating Team: Trey Berry, Denise Moseley, and Terrye Stinson</th>
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</thead>
<tbody>
<tr>
<td>TYPE OF MEETING</td>
<td>AQIP Council</td>
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<tr>
<td>FACILITATORS</td>
<td>Trey Berry and Terrye Stinson</td>
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<tr>
<td>NOTE TAKER</td>
<td>Suzy Toms</td>
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<td>TIMEKEEPER</td>
<td>Suzy Toms</td>
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**Welcome: Trey**

**Approval of minutes from February 2013: Trey**
- Motion to approve February minutes was made by George White, seconded by Lisa Toms.

**Update on Systems Portfolio: Terrye**
- Terrye invited anyone who may need help writing their reports to meet with her or Dee. These are the open dates as of meeting time: March 25-28 and April 1-2.
- Planning meeting March 26, 2:00 for those going to HLC Conference.
- On April 10 a draft of the entire report will be printed for the next AQIP Council meeting on the 11th. At that meeting, members will all be assigned sections to read. Members will have two weeks to proof these sections, with comments due by April 25.
- The draft of the systems portfolio will be provided to the AQIP Executive Council on May 1.

**Two Minute Action Project and Category Updates: Chairs**
- **Faculty-Staff Evaluation Action Project**: Kimberly Davis reported at the last meeting they spoke with a representative from SNAP. Finding not a lot of information regarding SNAP the committee decided to pilot CourseEval this summer. At the next meeting they will be working on processes. The committee is also planning to meet with Faculty Senate once all information has been gathered.
- **Faculty Professional Development Action Project**: Britney Schrick reported this committee has the newly developed forms ready to be released the first week of April. They are coordinating with Del Duke and should have forms on the website for submissions very soon.
- **Advising Action Project**: Steve Dingman reported the Faculty/Staff Advising Survey has been launched and 59 surveys have been taken as of today. Once the data sets have been looked at after spring break and the committee feels like it worked well, the student survey will be launched. Prizes are 3-$100 gift cards for Faculty/Staff and 6-$50 gift cards for students.
- **Category Up-Dates**: All categories should be in the final stages of writing reports.
- Terry reminded all categories about page 1 and will post a chart from Category 2 in Sugar Sync for all to see.

**Other Business: Trey**
- There being no further business the meeting adjourned at 3:50.

**Handouts/Attachments**

Handouts:
- Agenda
- February Minutes
- Systems Portfolio Page Count

Completed: March 14, 2013 by Suzy Toms