# Executive AQIP Council

## Minutes

### April 3, 2013  
#### 10:00 a.m.  
**Overstreet 226**

<table>
<thead>
<tr>
<th>MEETING CALLED BY</th>
<th>Dr. Denise Moseley; Dr. Terrye Stinson</th>
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</thead>
<tbody>
<tr>
<td>TYPE OF MEETING</td>
<td>Executive AQIP Council</td>
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<tr>
<td>FACILITATOR</td>
<td>Dr. Trey Berry; Dr. Terrye Stinson</td>
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<tr>
<td>NOTE TAKER</td>
<td>Denise Moseley</td>
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<td>ATTENDEES</td>
<td>Denise Moseley, Jeremy Langley [Not Present], Donna Allen, David Crouse, David Rankin, Roger Giles, Scott White, Suzy Toms [Not Present], Terrye Stinson, Ken Sibley, Trey Berry, Kim Bloss</td>
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1. **Approval of minutes from February 6, 2013--Trey**
   - Motion by Roger; second by Crouse
   - #2--second bullet--editorial change
   - #4--last bullet--"for all incoming students"

2. **Update on NCATE Focus Visit--Denise**
   - Denise gave update of the visit and what will transpire when the BOE Team arrives.

3. **Update on the Systems Portfolio--Terrye**
   - Terrye gave the latest update on the Systems Portfolio and presented a handout with page count. The Systems Portfolio is still about 7 pages over the limit. She also explained the tight timeline at the bottom of the handout. The AQIP Council will have two weeks to proofread. Terrye and Denise are also proofreading. The Executive Council will receive a copy to review on May 1st. During May, Terrye and Denise will be finalizing the Systems Portfolio to be submitted on June 1st.

4. **Update on HLC Conference--Trey**
   - Seven people are attending the HLC Conference and are leaving on Thursday, April 4th. The team will learn more about the processes and the language of AQIP, will attend sessions, and pool their knowledge. Terrye/Trey staying all week; others returning on Sunday.

5. **Update on Quality Checkup Visit Dates--Terrye**
   - We were given dates in September, October, and November as choices for the Checkup Visit. We requested October but have not received a response as of yet from the HLC.

6. **Update on Action Project for Advising--Denise**
   - Denise gave information about the launching of the faculty survey on advising and shared Co-Chair Steve Dingman’s email concerning the launching of the student survey.

7. **Update on LiveText proposal--Trey**
   - Trey discussed the meeting with Bob Budnik, President of LiveText. Trey has a phone conference with Bob the afternoon of April 3rd to finalize the details.

8. **May meeting of AQIP Executive Council**
   - The next scheduled meeting of the Executive Council is May 1st, which is during finals week. The Council was in agreement with leaving the meeting at the regularly scheduled time.

9. **Other Business**
   - The Annual Update for HLC has been completed and Daniel Grimmett will submit on April 3rd.

Meeting adjourned at 10:40.

### Handouts/Attachments

- A. Minutes