

AQIP AAAAC Team Meeting Minutes 9-26-07

Note taker: Liz Tukheimer

Padilla-Team decision-making process.

Quorum+51% or 11 in attendance - facilitators don't vote.

Decisions made by consensus.

Padilla: What was the objective of the brainstorming sessions at earlier meetings?

Aldon: The team needs to figure out where we are going.

One issue is there isn't a clear communication system.
Involves multiple processes.

(Affinity diagram)

Brainstorming Activity

Identify what is working well in regards to communication between Academic Affairs and AACD.

Tamara pointed out that it would be helpful to map out what is happening now.

1. Identify what processes do we focus on now and then map out those processes.
 - a. Question as to where (AACD, Enrollment, Fin Aid) are we communicating –
 - b. Fisher read charge that indicates that the team should focus on AC Affairs and AACD.
2. Next steps
 - a. Categorize processes/information – identified as weaknesses.
 - b. Prioritized by importance/set goals/timelines/map process.

Action Item

Eugene and Lisa will sort processes into sub-categories to provide feedback and clarity.
Aldon suggested new students be added to team membership.

Next meeting > 2nd/4th Wednesday – 10/10/07 and 10/24/07 2:00p-4:00p

Team agreed to invite students to future meetings to share the experiences.

Questions about timeline for project completion? Answer: no specific deadlines, but documented progress over the next couple of months, would be a good thing.