

**AQIP AA/AACD Communication Team – Minutes**  
**April 9, 2008**  
**2:30 – 4:00 pm in MS562**

**Attendance: Susie Cutler, Patricia Gamboa, Eugene Padilla, Jeff Frazier, Daniel Colon, Denise Duran, Rhoda Strode, Bonnie Bailey**

<b>Agenda Item</b>	<b>Discussion/Action</b>
<p><b>1. Welcome &amp; check in</b></p> <p><b>2. Review Minutes of last meeting</b></p> <p><b>3. Review Recommendation(s) of Sub team: " Who is in charge of transfer information and how are Articulation Agreements initiated &amp; communicated?" (Rhoda, Janice, and Tammy)</b></p>	<p>Minutes of the last meeting (3-26-08) were corrected to reflect Paula Fisher as a member of the Communications Team, rather than as a visitor.</p> <p>Susie will follow up on her sub team's recommendation to Jane Campbell with regard to an insert. The sub teams' recommendation was to move a sentence in the insert to the beginning of a paragraph to make the direction clearer to students. Susie will send a written report from her sub team to the team within two weeks' time.</p> <p>Daniel suggested a list serve for AA/AACD as a means to better communication transfer information. Susie will include this in her written recommendation from her sub team.</p> <p>Rhoda reported for the sub team studying staffing. This sub team (which includes Rhoda, Janice, and Tammy) identified who in each school is in charge of updating staff changes, and the sub team had several ideas for improvements in the communication process. Rhoda will go back to her sub team, and the sub team will come up with a written report with recommendations for the Communication team within two weeks.</p> <p>Rhoda, Janice, and Tammy also make up the sub team which is studying transfer and articulation agreement information. Rhoda will go back to the other sub team members and, within two weeks, they will submit a written report to the team with their recommendation(s) for improvements in communicating transfer and articulation agreement information.</p>

**4. Review Team Goals & Objectives and identify new tasks to work on/complete for summer 2008.**

The team review the Team Goals and Objectives and proposed schedule for the year. It was determined that this summer we will work on the objective dealing with clarifying and communicating the role of Academic Advisement and Achievement Coaches.

Patricia Gamboa and Daniel Colon/Jeff Frazier will serve on a sub team to work on this objective. Patricia and Rhoda will ask for another Achievement Coach to temporarily serve on this sub team.

**5. Discuss AQIP Celebration on 4-17**

There will be two more practices for the AQIP Celebration on 4-17. Eugene will send out reminders via email as to time and place.

**Next meeting – Wednesday, April 23<sup>rd</sup>  
2:30 – 4:00 pm, SSC 205**