

AQIP Marketing Team Minutes
Thursday, January 31st, 2008, 3:30 – 5pm
SSC – 102

Attendance: Paula Fisher, Sonia Crawford, Vickie Ratliff, Erica Volkers, Kat Gullahorn, Bill Barr, Mary Bates Ulibarri, Sydney Gunthorpe, Eric Van, Deronda Wheeler, MJ McReynolds, Marty Waller, Jeremy Agor, Michael Campbell, Evelyn Dow-Simpson, Amy Ballard, Samantha Bousliman, Art Cordova

Agenda Item	Discussion/Action
Welcome and review of minutes.	Minutes from January 17th, approved as written.
Meeting Feedback form	The feedback form was distributed. Members were asked to write comments as the meeting progressed. Feedback from Jan 17th meeting was reviewed
Story board task team	Kat explained the need for a team story board to visually document the team’s history and progress. She asked for volunteers. The team will meet on Wednesdays, 3:30 – 5pm, JS-401.
Debrief of MCO presentation	See attached
Improving our process for having groups/departments present to our team.	We are asking departments to come prepared to share: Organizational Chart, list of people/titles and roles, mission, services you provide, Calendar of events, planning documents, documented processes and forms, communication system to CNM, What are your challenges, strengths, opportunities and threats?
MCO – what did you learn from the process and how can we improve the “inquiry” process for future presenters.	The recruitment office is presenting on February 14th. Michael Campbell says he is very clear on what he needs to have prepared. He was asked to bring his staff to the meeting.
Spring schedule - presenters	MCO explained that they appreciated the process and learned a great deal from it.
	February 14th – Recruitment office

	February 28th –debrief Recruitment office March 13th – Academic Schools March
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