**Meeting Group:** Admissions & Financial Aid  
**Meeting Date and Time:** January 28, 2019 9:00 am  
**Meeting Location:** Campus Center 2nd floor conference room  
**Meeting Facilitator:** John Lewis  
**Purpose:** Bi-Monthly Meeting  
**Required Materials:** Agenda

### Preparation:

<table>
<thead>
<tr>
<th>Section/Item</th>
<th>Alignment</th>
<th>Who</th>
<th>Outcomes</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Welcome, Attendance, Review of Agenda</td>
<td>SP#, SPO#, HLC#</td>
<td>Chair</td>
<td>Acknowledgement of members and structure, roll call, addition or removal of agenda items as needed.</td>
</tr>
<tr>
<td>2. Review of Minutes</td>
<td></td>
<td>All</td>
<td>Address previous minutes and actions to ensure accuracy and accountability</td>
</tr>
</tbody>
</table>
| 3. Reports/Updates | Directors and other representatives | | Reports/updates:  
3.1 – current happenings  
3.2 – current happenings  
3.3 – current happenings  
3.4 – current happenings  
3.5 – current happenings  
3.6 – current happenings  
3.7 – current happenings  
3.8 – current happenings |
| 4. Old Business Items | | | 4.1 - Review & revise if needed |
| 5. New Business Items | Chair/All | | 5.1 – Notification  
5.2 – Review timeline  
5.3 – Update  
5.4 – Appoint taskforce |
| 6. Questions & Next Steps | All | | Any questions are addressed and next steps are understood. |
| 7. CQI Evaluation | All | | Continuous Improvement is documented |

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**Continuous Improvement Evaluation**

<table>
<thead>
<tr>
<th>What Went Well Today?</th>
<th>What Could Have Been Improved Today?</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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**Open Action Items**

1.  
2.  
3.  

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SP = Strategic Plan Priority  
SPO = Strategic Plan Objective  
HLC = HLC Criterion
Recommendations for improvement to this template may be emailed to IE@uaptc.edu