Meeting Group: Admissions & Financial Aid  
Meeting Date and Time: February 9, 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>Alignments</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  
4.2 – Review |
| 5. New Business Items | Chair/All |  |  |
| 6. Questions & Next Steps | All |  | Any questions are addressed and next steps are understood. |
| 7. CQI Evaluation |  | All | Continuous Improvement is documented |

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>
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Open Action Items

1.  
2.  
3.  

Recommendations for improvement to this template may be emailed to IE@uaptc.edu