Minutes from Process Improvement Team Meeting—June 21, 2010
SC 114A

Present: Juanita Franklin, Lenora Sotlar, Regina Johns, Sarah Beth Phillips, Paul Kirkpatrick, Amy Robertson-Gann, Aaron Divine (Guest), Laura James (Guest), Micaela Allison- Shropshire, Claudia Tonihka (Guest), Paula Carollo, Amanda Woods

Lenora welcomed our new Team members: Paula Carollo (WCC) and Amanda Woods (Student Records).
Action Item: Lenora will send our team charter to the new members for their review prior to our next meeting.

Lenora also introduced Aaron as a guest; he explained the "Fast Facts" brochure for general use as well as during Advising/Orientation he'd created with help from Marketing—passing one out to everyone for their review and feedback. Some feedback was given during the meeting.
Action Item: Team members are to get any additional feedback to Aaron via e-mail ASAP.
Action Item: Aaron will e-mail a copy of the final brochure to everyone once all changes have been made, and the final piece is approved by Marketing.

Aaron also gave everyone an update on the new Advisor Trac software. To this point, they have done training, set up the system, and are working to develop standardized training practices. They are also working with Alan in IT to coordinate Advisor Trac's data import processes from Banner. Aaron, Rickela, and Eric are the contact people if anyone would like training on the system. July 6th will be the demo for its Sage/Whiteboard component which is the Early Warning System.
Action Item: E-mail Aaron if you would like an invite to the demo.

Action Items:

1. **Invite Christy Reynolds to our next meeting to give One Note update.**
2. **Follow up on what advising questions the Enrollment Specialists should be asking students during the next meeting.**
3. **E-mail personal, specific thoughts on hiring processes to Lenora prior to the next meeting so she can share them with the committee she is on that is reviewing them.**

Respectfully submitted,
Sarah Beth Phillips