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| **Committee:** | Program Improvement | | **Meeting Year:** | | 2019 | |
| **Committee Leadership** | | | | | |
| **Name** | | **Position** | | | | |
| **2018-2019** | | **2019-2020** | | |
| Joy Morgann (Southern) | | Chair | |  | | |
| Marshall Swafford (Western) | | Vice Chair | | Chair | | |
| Laura Hasselquist (North Central) | |  | | Vice Chair | | |

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| **Activities Planned** | **Date to be**  **Completed** | **Responsible Individual(s)** | **Estimated Cost** |
| Collaborative Discussion Information | Jan. 2020 | Swafford | 0 |
| Updating Guidelines for Posters | Nov. 2019 | Hock | 0 |
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| **Comments/Discussion Items:** |
| Gaea Hock presented the poster review and submission report based on the regions and national conference. Gaea will work with Courtney Meyers and Laura Hasselquist to update the guidelines for posters that were last updated in 2015.  Possibility for poster training to assist with the poster review process. Disqualified posters are a concern when only one reviewer disqualifies a poster. Time of poster sessions was another concern. Consider exploring more opportune times for poster sessions.  Discussion of SIG’s and the confusion surrounding SIG’s.  ACTION ITEM: To address the confusion regarding the SIG structure, the program improvement committee would like to pilot for the 2020 conference, a collaborative discussion topic session in lieu of SIG meetings.  Members will be allowed to submit collaborative session topics and working with the program improvement committee, these topics will be advertised and provided meeting space at the 2020 conference. Those SIG’s that are working and would like to continue to meet will be able to do so in the pilot structure. |

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| **Recommendations (Action Items for Business Meeting):**  ACTION ITEM: For the 2020 conference, the program improvement committee would like to pilot a collaborative discussion session in lieu of SIG meetings. |

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| **Committee Members in Attendance:** | | | |
| **Name** | **Region Representing** | **Name** | **Region Representing** |
| Avery Culberson | Western | Laura Hasselquist | North Central |
| Mark Hainline | North Central | Jon Simonson | North Central |
| Gaea Hock | North Central | Marshall Swafford | Western |
| Joy Morgan | Southern |  |  |

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| **Others AAAE Members in Attendance:** | | | |
| **Name** | **E-mail** | **Name** | **E-mail** |
| Wendy Warner | [wjwarner@ncsu.edu](mailto:wjwarner@ncsu.edu) |  |  |
| Courtney Meyers | [Courtney.meyers@ttu.edu](mailto:Courtney.meyers@ttu.edu) |  |  |