

MEETING MINUTES

Systems Portfolio

February 16, 2005

2:00 pm – 3:30 pm

Next Team Meeting: 2:00 pm, Wed, Mar. 2,, Room 10323

Members Present: Doug Easterling, Tom Huguley, David Landom, Sue Merrell, Joan Patten, N. Thibeault Ned Young, Jeanne Jacobs

Members Absent: Helen Grove

Meeting Leader: Doug Easterling

Meeting Recorder: Joan Patten

Meeting Objective(s):

1. Update Project Sponsor on progress of Action Teams
2. Status of appointments of criterion team leaders
3. Review next draft of Overview
4. Plan for orientation of criterion team leaders
5. Discuss AQIP training resources
6. Discuss strategies for getting the most out NCA HLC Annual Meeting

AGENDA ITEMS	COMMENTS/CONCLUSIONS/ OR ACTIONS (IF ANY)	PERSONS(S) RESPONSIBLE	BY WHEN
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<p>1. Status of Action Teams</p>	<p>Assessment:</p> <p>Object of the project is to acculturate the practice of embedding outcomes assessment into courses and programs. This is a 3-year view. The first year they have been predominately working current state of assessment, working with the liaisons and developing tools. The second year plan is to have honed the processes including outcomes and assessment of general education. Lori Zakel is working on the general education aspect. Progress to date includes the training of 120 chairs (last three days 25 more). Have also conducted surveys of students, faculty, staff which gives them the current state benchmark.</p> <p>Next steps are the documentation of the future state, creating mechanisms to measure effect of liaison/chair relationships (liaisons currently trying to bring Chairs up to an increased level of awareness. This quarter, liaisons are conducting interviews with Chairs to understand where they are with assessment, and to find ways to help facilitate understanding when necessary. CMT version 2 has moved up to the top tier of projects for IT based on their priority scaling. Outcomes embedded with assure we know where outcomes are being achieved. Will take time before we see results. Next steps are general education methodology.</p> <p>Budget needs will probably revolve around sustaining the model, such as training, consulting, books. Sue will submit 1 year budget as requested by Jeanne Jacobs.</p>	<p>Sue's Report</p>	

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Academic Advising:


Their objective is to implement a new advising process. Tasks include the documentation of the current state, identifying the ideal model, and develop a transition plan to the ideal model. The documentation of the current state and ideal state is pretty much complete. Transition plan yet to be accomplished.

Ideal state is centralization of advisors, standardization of practices/policies across divisions and increased resources. Discussion on faculty advising led to a consensus that it is not to continue. ILP and DEV counseling would be kept separate, but Sinclair Central would be included in the centralization plan. Anticipate need for a director of academic advising. The team will be making a formal presentation to Jeanne, and then will go to counselors' council and others to elicit support and address concerns. Will also need to go to Deans.

Next thing to consider how much work is done that really is not associated with advising, with the intent to move it back to Dean responsibility. Doug suggests work with process improvement would inform what facilities might need to look like.

Will need dollars for new position, some site visits. Will submit 1 year annual budget.

Nancy's Report

<p>System Portfolio Team: Tom has looked into training criterion team members through “Crafting a System’s Portfolio Training”. Training would likely occur in April/May. Tom will work with Jeanne to see about feasibility of sending The Criterion Team Leaders and Doug. Anticipated budget for next year will likely revolve around training. Also, team discussed when to bring an editor in, and options such as part-time this year, with increasing time in following time periods.</p>	<p>Tom’s report</p>	<p>02Mar05</p>
<p>High School Linkages: No report made due to H elen’s absence.</p>	<p>NA</p>	<p>25Feb05</p>
<p>Criterion Teams Team leaders have been identified.</p> <div style="text-align: center;">  I:\AQIP SYSTEMS PORTFOLIO\Criterion </div> <p>See embedded file.</p>	<p>Doug</p>	
<p>Portfolio Overview Team members were asked to review and be prepared to respond to needed changes.</p>	<p>Joan</p>	

Agenda for 02Mar05 orientation of Criterion team leaders

All

02Mar05

1) Tom to do presentation (same as that done for President's Council. (15 min)

2) Discuss differences between types of questions (context, process, improvements, and results. **Ned** will do (10 min)

3) All team members are to pick one criterion and follow a question through context, process, improvements, results from an existing portfolio. Some completed Portfolios can be found at

http://www.aqip.org/index.php?option=com_content&task=view&id=56&Itemid=89. **Sue** will address criterion

1, Doug will address **2, Helen** will use criterion **3, Joan** will use **4, Tom** will address **5, Nancy** will look at **7, Ned** is charged with **8** and **Dave** with criterion **9**.

Everyone is to bring handout of this homework for distribution to Portfolio Team and Criterion Team leaders and for discussion. (30 min)

4) Next steps will be discussed with timeframe. **Doug** will draft tentative timeline through May 2007.

5) Dave will help them create project plans and help in process mapping

6) Discuss role of criterion teams and portfolio team.

7) Future training.

Items 4-7 could be allotted 30 minutes for a total of 90 minutes for the entire meeting.