Systems Portfolio

May 12, 2005

1:00 pm – 2:30 pm

Next Team Meeting: 1:30- 3:00 pm, Tues, June 21, Room TBD

Members Present: Doug Easterling, Joan Patten, Tom Huguley, Sue Merrell, Helen Grove, Nancy Thibeault, Dave Landom, Ned Young

Category Team Leaders Present: Gloria Goldman, Kathy Wiesenauer, Janet Jones, Gary Honnert, Mike Plourde, Mike Burns, Laura Mercer, Dan Brazelton

Absent Invitees: M Gaier, Executive Leadership
Meeting Leader: Doug Easterling
Meeting Recorder: Joan Patten

Meeting Objective(s):
  ➢ Review purpose of Portfolio
  ➢ Describe relationship between NCA criteria and AQIP Categories
  ➢ Collect feedback re: category progress and concerns
  ➢ Review timeline for the Portfolio
  ➢ Provide Colloquium session feedback
  ➢ Review Action Team progress with full group
  ➢

AGENDA ITEMS	COMMENTS/CONCLUSIONS/ OR ACTIONS *(IF ANY)*	PERSONS(S) RESPONSIBLE	BY WHEN
1. Review purpose of Portfolio	Doug provided a brief review of the portfolio and the interactions between categories and the action projects.		
2. Relationship between NCA criteria and AQIP Categories	Sue Merrell described to all present how the AQIP categories and questions need to be able to answer the five NCA criteria. She provided guidance and handouts on the cross indexing of criteria with categories and discussed how Sinclair will need to index our responses to the five NCA criteria, and that it will be the work of the system portfolio team and category teams to assure that we adequately answer the five NCA criteria through our AQIP responses.		
3. Collection of feedback re: category progress and concerns I:\AQIP SYSTEMS PORTFOLIO\Category	Data was collected from each team leader present on their progress, and what concerns they had or resources they felt they would need. Generally, progress is good and as of the moment, resource needs minimal. See attachment for full details. David also provided a cross reference to the category team members documenting the overlaps with other categories.		

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4. Timeline, Colloquium Summaries, Future Training	Doug reviewed with the players the timeline – with emphasis on the first draft. While subject to adjustment, the Teams are to look to September 12th as the date for their first draft. Doug stressed emphasis on context questions. November 21 would be first feedback from the Portfolio Team review. Tom provided binders with all the colloquium materials collected from the NCA Colloquium this spring. Materials from 22 sessions and summaries written by attendees are included. Tom reported that most team leaders have made themselves available for the 'Crafting Systems Portfolio' session August 17-19 in Chicago.		
5. Review of Action Teams Progress	Assessment – Sue described briefly the CMT tool progress and reiterated likely relationship with categories 1,3,7 and 8. HS Linkages – Helen reported this is likely to be retired and that it might evolve into Achieving the Dream, assuming we get the grant. Academic Advising – Nancy handed out materials describing their objective, progress and next steps as well as the relationship between categories and the work of this team.		
6. Words of encouragement	Tom led a thank you from the portfolio team to the team leaders, indicating he was encouraged by the good work, and that we have the right people in the job.		