

MEETING MINUTES

Systems Portfolio

April 28, 2005

1:00 pm – 2:30 pm

Next Team Meeting: 1:00 pm, Thur, May 12, Room 7342

Members Present: Doug Easterling, Joan Patten, Tom Huguley, Sue Merrell, Helen Grove, Nancy Thibeault, Dave Landom
Members Absent: Ned Young, Jeanne Jacobs
Meeting Leader: Doug Easterling
Meeting Recorder: Joan Patten

Meeting Objective(s):

- Category questions
- Planning for 12 May Meeting
- AQIP Colloquium session summaries
- Action project team updates


1. Category Questions

Responses received from all category team leaders except Category 2, Other Distinctive Objectives. To this point, it appears that all but one category team leader has confirmed, with that one individual confirming on a tentative level. Upper leadership are all tentative in their acceptance, except Jeanne Jacobs, who has declined attending.

It was agreed that Portfolio Team Members should review the selection of items the category teams intend to answer, assuring sufficient coverage and rationale. Two members of the Portfolio Team will review select categories (noted below). Dave Landom has agreed to take a broader look, and assure that we are providing sufficient coverage of the five criteria, and noting where category teams may need to adjust their efforts based on needs being addressed by the other category teams.

Dave Landom

MEETING MINUTES

<ul style="list-style-type: none"> (1. continued)  <p>I:\AQIP SYSTEMS PORTFOLIO\Category</p>	<p>Reader assignments: Categories 1, 8 are Helen and Joan Categories 3, 7 are Nancy and Sue Categories 4, 6 are Tom and Doug Categories 5, 9 are Dave and Ned</p> <p>Doug will be contacting category leaders to inform them of the process, and to expect reviewer feedback.</p> <p>Readers are to provide feedback directly to the category team leaders (with a cc to Doug Easterling and to Dave Landom) No later than the 6th of May. A template has been attached for your use in reviewing each Category Team response and providing feedback. (attachment to right). There is a separate worksheet for each category. Additionally, there is a place for feedback by item (if you so desire). There is also a box at the end of each worksheet for the reviewers to provide overall observations/comments or concerns (required). Also, within this space, please put your perception of which of the 5 NCA criteria are being covered by the team's chosen questions and how well these questions cover the criteria. Dave will then use this feedback to complete his work.</p>	<p>Helen & Joan Nancy & Sue Tom & Doug Dave & Ned</p> <p>Doug</p> <p>All</p>	<p>May 6th</p>
<p>2. Planning for 12 May Meeting</p>	<p>Agenda has been established for this meeting.</p> <ol style="list-style-type: none"> 1- Sincere thanks for participation (Tom, Doug) 2. Refresher of What is a Portfolio (Doug) with hand out of overview 3. Introduction of over-arching five criteria (Sue) 4. Dave will share where seeing relationships emerging or not emerging based on his overview. 5. Request from Category Team Leaders for questions, concerns, issue, et al 6. Provision of additional resources (Tom) 7. Next steps 		
<p>3. AQIP Colloquium session summaries</p>	<p>Tom shared with the team the work he has done to synthesize and report out findings from NCA Colloquium attendance. It was agreed that the binder produced should be made available to all Category Team Leaders at the 12 May meeting.</p>	<p>Tom</p>	<p>12 May</p>
<p>4. Action Teams</p>	<p>Tom reports that H.S. Linkages will be retired. Need a process to determine next project (required to have 3). Tom also is asking that all teams, including Portfolio team, provide a quarterly update for him to apply to the web.</p>	<p>Tom, Action Team Leaders; Portfolio Team Leader</p>	