#### MEETING MINUTES

## Systems Portfolio

April 14, 2005

#### 1:00 pm – 2:30 pm

## Next Team Meeting: 1:30 pm, Thur, April 28, Room 7342

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

Members Absent: none Meeting Leader: Doug Easterling Meeting Recorder: Joan Patten

### Meeting Objective(s):

- Debrief re: NCA HLC Annual Meeting
- > Decide how to disseminate information learned to Category Team Leaders & others

Agenda Items	Comments/Conclusions/ Or Actions (IF Any)	Persons(s) Responsible	BY WHEN
1. Debrief re: NCA HLC Annual Meeting	All team members who attended NCA discussed what sessions they attended and potential implications for Sinclair. All attendees are to create a one page summary sheet of their findings and give these to Tom, along with any handouts by April 25 <sup>th</sup> . Jeanne shared her discussion with Spangehl, and she shared he believes it is fine to close the High School linkages project (suggests we plan celebration). He has expressed his interest in working with institutions interested in promoting p-16 activity. He questioned if there is a need for a steering committee comprised of upper leadership. He suggested that business/industry might possibly donate a quality consultant to this effort if approached. Lastly, he suggested Sinclair might want to host a gathering of all Ohio AQIP institutions so we might learn from each other. Doug will look into discrepancy between information on questions we need to answer between the A202d document and previous missives. Do we need to answer 1/3 of total questions, or 1/3 of each of the process, results, improvements questions? Tom will contact action teams/portfolio team as to when the next quarterly update to AQIP is due.	All Doug Tom	4/25/05

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Agenda Items	Comments/Conclusions/ Or Actions <i>(IF Any)</i>	Persons(s) Responsible	BY WHEN
2. Decide how to disseminate information learned to Category Team Leaders & others	Category teams are to supply Doug with the questions they intend to answer by April 28th. Doug will send a reminder missive encouraging team leaders to discuss with Executive Sponsors prior to submission. Doug wants both which questions and rationale.		
	Sue and Ned suggested that as we get the questions they intend to answer, they should be mapped to the five NCA criteria to make sure we're aligned well in that regard. Recommendation is the portfolio team should take that responsibility.		
	Discussion ensued about what from the NCA conference should be shared with the Category teams. It was felt they should (along with the VPs) be invited to attend the May 12 <sup>th</sup> meeting, at which time materials would be disseminated (final decision on which materials at 4/28 meeting), and the category teams could give a brief update and voice concerns/issues. Among material to be shared with category teams is the last version of the overview draft. Concern was voiced about giving too much information, creating potential paralysis of the teams.		