

## 2008 Systems Portfolio Timeline

Central Arizona College

Adopted June 19, 2008

\*Revised August 21, 2008

Date	Item	Participant(s)
April 16	Determine Measures of Effectiveness for the Institution	Quality Council
April 21	Change name with AQIP	Cabinet
April 21	Align MIE to AQIP Categories	Maria Wise
May 1	Identify process related to IME and key foci for chapters	Doris, John, Susan, Bill
May 7	Cabinet reviews foci	Cabinet
May 10	Identify a champion for each chapter	Doris, John, Susan, Bill
May 12	Set improvement targets for MIE	Cabinet
May 30	Update data related to IME and tables in current portfolio	Bill Brown
July 10	Initial meeting with Chapter Champions	Sylvia Gibson
July 17	Meet with Chapter Champions	Sylvia Gibson
July 30	Feedback on draft	Champions, Sylvia, Doris, John, Susan, Bill
August 8	Chapter Drafts due to Jeff and Sylvia	S Gibson, J Ross
August 15	Editor's Draft (one voice) completed	S Gibson, J Ross
Aug 16-22	Initial review of content	B Brown, S Gibson, C Foster, J Ross
Aug 21*	Editor's meeting	S Gibson, C Foster, J Ross
August 25	Distribute Draft to Executive Council	S Gibson, S Shaw
Aug 25 – Sept 8*	Continual review of content (OO, O items) Requests from teams –clarification/additional information	S Gibson, J Ross, B Brown, Teams
Sept 8	Draft revisions/feedback due from Executive Council	J Ross, D Foster, C Foster, Exec Council
Sept. 8	Draft forwarded to Governing Board	Governing Board, S Gibson
Sept 8-12*	Continual review of content Final Draft due from Editors	C Foster, W Brown, S Gibson, J Ross
Sept 15*	Final Draft forwarded for review	D Foster, Exec Council, Gov Board
Sept 18*	Editor's meeting	B Brown, S Gibson, C Foster, J Ross
<b>Sept 26*</b>	<b>Final Draft feedback due</b>	D Foster, Exec Council, Gov Board
Sept 29-30*	Systems Portfolio copied to e-folio	B Brown, S Gibson, J Ross
Oct 1-10*	Available via e-folio for CAC community feedback	CAC Community
Oct 13 – 24*	Final Copy adjustments	B Brown, S Gibson, C Foster, J Ross
Oct 20*	Editor's meeting	B Brown, S Gibson, C Foster, J Ross
Oct 27-28	Prepare Systems Portfolio for submission	S Gibson
Nov 1	Deadline to submit Systems Portfolio	S Gibson