

Strategic Planning Committee
November 3, 2010

Members Present: Jeff Carstens, Lesa Jensen, Jeryl Nelson, Sue Sydow, Vaughn Benson, Jon Dalager, Jean Dale, Kevin Halle, Tricia (Akerlund) Moyer, Meena Dalal, JoAnn Bondhus, Cheryl Waddington, Denise Mostek (recorder).

Sue had the committee watch and listen to a demonstration of EFolioMinnesota which is an accreditation portfolio software. The software has two components that you can use, it can be used on an individual basis by students and faculty or it can be used for regional and program accreditation which is what we are considering it for. The software is setup like a template which has various sections that you need to complete for AQIP; the software does support the 2008 revisions. The old version items are cross-walked into the new version. If we would purchase the software, we would get the template and work with the administrative side to go into the items that are required to have responses to and then click on body and complete the responses. This software also allows you to attach pictures, videos, and audio support to your answers. You can copy and paste from word to this template but there are issues with word so the presenter suggested copy from word into notepad and then copy from notepad into the template or you can just type directly into the template. Sue raised the question of the 100 page limit with this template. He said that they are working with AQIP on this and they have discussed more of a word count, the Higher Learning Commission has not solved this question real well. There is a document repository which allows you to add charts and graphs and you can hyperlink within your responses. There is also the advantage to set who can change and add data. There is also a feedback feature. There are 45 institutions that use this template for the AQIP review process. AQIP can't recommend the template but they will accept it. It was suggested by the presenters that Sue contact others that are using the template and also to contact the Higher Learning Commission to get their approval.

After the demonstration, the group had some discussion. The group saw lots of advantages with this software, ways of changing the direction of our reporting by being able to eventually add video and pictures, etc. If everyone is going to move in the direction of efolio we may as well start now. There was some discussion on cost, cost would be \$1612.50 (includes maintenance fee) for 4 years or a total of \$6,450. Some suggested letting Dennis Linster review the software and he give his input. There would be some training that a couple people from the committee could attend to be more familiar on how to use the software. Once the document was established the group felt it would be easy to update and add to. The overall consensus of the group was to purchase the software. Sue is going to share the discussion and information with Dr. McCue and then he will recommend it to President's Staff to get their input.

Respectfully submitted,
Denise Mostek