**SYSTEMS PORTFOLIO MATRIX rev. 3/12/12**

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|  | Cat 1 | Cat 2 | Cat 3 | Cat 4 | Cat 5 | Cat 6 | Cat 7 | Cat 8 | Cat 9 | Criterion  1 | Criterion 2 | Criterion 3 | Criterion 4 | Criterion 5 |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| President’s Cabinet |  |  |  |  | √ |  |  |  |  | √ |  |  |  |  |
| Academic Policies & Procedures  Standing Committees | √ |  |  |  |  |  |  |  |  |  |  | √ | √ |  |
| Curriculum | √ |  |  |  |  |  |  |  |  |  |  | √ | √ |  |
| Human Resources |  |  |  | √ |  |  |  |  |  |  | √ |  |  |  |
| Institutional Effectiveness |  |  |  |  |  | √ |  |  |  |  |  |  |  |  |
| Student Affairs |  |  | √ |  |  |  |  |  |  |  |  |  |  |  |
| Operational Committees |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Academic Affairs Council | √ |  |  |  |  |  |  |  | √ |  |  | √ | √ |  |
| Access & Success | √ |  | √ |  |  |  |  |  |  |  |  |  | √ |  |
| AQIP/Strategic Planning Steering |  |  |  |  |  |  |  | √ |  | √ |  |  |  |  |
| BRIDGE |  |  |  | √ |  |  |  |  |  |  |  |  |  |  |
| Executive Council |  |  |  |  | √ |  |  | √ |  |  |  |  |  | √ |
| Divisions and Offices |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Business and Finance |  |  |  | √ |  | √ |  |  | √ |  | √ |  |  | √ |
| Corporate Services & Cont Ed |  | √ |  |  |  |  |  |  |  |  |  |  |  |  |
| Development Office |  |  |  |  |  |  |  |  | √ |  |  |  |  |  |
| Grants Office |  | √ |  |  |  |  |  |  |  |  |  |  |  |  |
| Institutional Research |  |  |  |  |  |  | √ |  |  |  |  |  |  |  |
| Safety & Security |  |  |  |  |  | √ |  |  |  |  |  |  |  |  |
| Student Services & Enrollment Mgmt. |  |  | √ |  |  |  | √ |  | √ |  |  | √ |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Board of Trustees |  |  |  |  | √ |  |  | √ | √ |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | Cat 1 | Cat 2 | Cat 3 | Cat 4 | Cat 5 | Cat 6 | Cat 7 | Cat 8 | Cat 9 | Criterion  1 | Criterion 2 | Criterion 3 | Criterion 4 | Criterion 5 |

**Category Key**  **Criteria & Assumed Practices Key**

1 Helping Students Learn 6 Supporting Institutional Operations 1 Mission

2 Accomplishing Other Distinctive Objectives 7 Measuring Effectiveness 2 Ethical and Responsible Conduct

3 Understanding Students’ and Other Stakeholders’ Needs 8 Planning Continuous Improvement 3 Teaching and Learning – Quality, Resources, & Support

4 Valuing People 9 Building Collaborative Relationships 4 Teaching and Learning – Evaluation and Improvement

5 Leading and Communicating 5 Resources, Planning, and Institutional Effectiveness

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**President’s Cabinet provides** **a forum to discuss issues of concern to the entire College community and make recommendations. The format allows constituencies to pursue legitimate interests while minimizing any controlling influences by special groups in the decision-making process.**

**Standing Committees** **develop policies and procedures for consideration by the President’s Cabinet.**

* Student Affairs: matters of direct concern to students.
* Curriculum: matters concerning curriculum and program evaluation and modification.
* Academic Policies and Procedures: matters concerning academic regulations and policies.
* Institutional Effectiveness: matters related to governance, quality/continuous improvement, and stewardship of resources.
* Human Resources: matters related to institutional HR policies, including professional development.

**Operational Committees manage and/or provide oversight for key functional areas/activities of the College; they may recommend policy changes through the appropriate Standing Committee for submission to President’s Cabinet.**

* Academic Affairs Council: provost, academic deans, and academic directors consider a broad range of short- and long-term of academic matters.
* Access & Success Committee: matters related to promoting, improving, and enhancing institutional access and success.
* AQIP/Strategic Planning Steering Committee: leads the institutional accreditation and strategic planning processes (assist AQIP liaison, support systems portfolio teams, align improvements w/strategic plan and mission, serve as the strategic planning team, etc.)
* BRIDGE(Building Relationships, Integrating Divisions, Generating Excellence): a cross-divisional catalyst for College engagement to ensure student success within an environment of collaboration by providing professional development for faculty and staff.
* Executive Council: the implementing and executing body consisting of the president, provost, and vice presidents.

**CATEGORY CHAMPIONS for the Systems Portfolio and Criteria** (*will also be appointed to serve on the portfolio development teams*)

**Category 1**: Retiring Chair or Vice Chair of Academic Policies & Procedures and Curriculum Committees, one academic dean, Director of eStarkState

**Category 2**: Dean of Corporate Services & Continuing Education, Senior Director of Emerging Technologies & Strategic Grant Development

**Category 3**: Retiring Chair or Vice Chair of Student Affairs Committee, Dean of Advising and Student Engagement

**Category 4**: Retiring Chair or Vice Chair of Human Resources Committee, Dean of Teaching & Learning, one HR Office representative

**Category 5\***: TBD (a member of President’s Cabinet who is concurrently a member of this category team)

**Category 6**: Retiring Chair or Vice Chair of Institutional Effectiveness Committee, one IT Office representative, Coordinator of Emergency Planning & Security

**Category 7**: Director of Institutional Research & Planning, Registrar

**Category 8\***: Director of Institutional Research & Planning

**Category 9\***: One academic dean, one Business Office representative, Development Officer, Career Development Specialist

**\***Additional KEY CHAMPIONS *without* appointments to the portfolio development teams:

Executive Council: Category 5 and 8 Board of Trustees: Category 5, 8, and 9