

Eportfolios: Assessment and Demonstration of 21st Century Skills**An Academic Plan Key Project Team: Fall 2013****Meeting 1, Wednesday, Sept. 25th, Rm. I-208, 9-11:00 AM****A G E N D A**

Invited: Judith Amesbury, Julie Aumais, Peggy French, Kathy Hamilton, Tracey Hopkins, Carrie Leo, Leah MacCharles, Alexia (Lex) Neziol, Dawn Pielechaty, Lisa Pegg, Joanne Smith, Margaret Thomson **Chairs:** Valerie Parke, Jenn Horwath

Regrets: Jeffrey Rankine

1. Welcome (1 min)
2. Introductions (roundtable) – (All - 15 mins)
3. What is an EP tool? The definition we are using for this project (10 mins)
4. Goals of this project team (10 mins)
5. Review of Project Charter and vision/Goals of project(15 mins)
6. Project schedule/timeline/key activities (5 mins)
7. Project deliverables/outputs (10 mins)

>Break (10 mins)<

8. Roles and responsibilities on this project (5 mins)
9. Project documentation/info management - review of [project site](#) (5 mins)
10. Communication plan for project (5 mins)
11. Risks identified and reported for this project (5 mins)
12. Q & A (20 mins)
13. Work to be accomplished for next week (5 mins)
 - a. Check out this website for info on how another institution has implemented eportfolios:
<http://eportfolio.lagcc.cuny.edu/>
 - b. Investigate other institutions that have implemented eportfolios.