

Eportfolios: Assessment and Demonstration of 21st Century Skills**An Academic Plan Key Project Team: Fall 2013****Meeting 2, Wednesday, October 2nd, Rm. I-208, 9:00-11:00 AM****A G E N D A**

Invited: Julie Aumais, Peggy French, Kathy Hamilton, Tracey Hopkins, Carrie Leo, Leah MacCharles, Alexia (Lex) Neziol, Dawn Pielechaty, Lisa Pegg, Jeffrey Rankine, Joanne Smith, Margaret Thomson

Chairs: Valerie Parke, Jenn Horwath

Regrets: Cathy Ozols

1. Welcome – Valerie P (1 min)
2. Project Updates – (15 mins)
 - a. RFP – Jenn H
 - b. Program Coordinators Message – Valerie P
 - c. Co-Curricular Record Update – Cathy O
3. The good, the bad and the ugly – the review of EPs at other institutions (last week's homework) – Valerie P and All (20 mins)

>Break (10 mins)<

4. LinkedIn Demo – Jeff R (15 mins)
5. Communications Update
 - a. Management of early adopters/review email template - All/Jenn H (15 mins)
 - b. Other communications ideas – All (25 mins)
 - c. Inspiring Minds panel – Valerie P (15 mins)
6. Work to be accomplished for next week – Valerie P/Jenn (5 mins)
 - a. Create/update your LinkedIn account – connect to your project team members

Attachment(s):

Email Template