

**Accomplishments to Date** (Summarize the performance measures in your area and the measured performance of your area since the previous quarterly meeting.)

- Completed a successful Welcome Week and First Year Faculty Experience kick off for 39 new full time faculty
- Coordinated the nomination process for the NISOD, Chair Academy, Black Leadership Dayton, Leadership Dayton, Lilly Conference, Ohio Great Teachers Retreat, SOCHE Excellence in Teaching, and Ohio Magazine Teaching Excellence Awards
- Planned and conducted the SDIC planning workshop to map out the 2005-06 program
- Chaired Mini-Sabbatical Committee which reviewed and approved 26 mini-sabbatical applications
- Chaired the Academic Petitions Committee which reviewed 45 student petitions to change failing grades to withdrawal status, in addition to 38 administrative petitions to solve a variety of other problems.
- Completed campus visits for Mohawk and Anoka Community Colleges
- Completed following reports for the Board of Trustees: Advisory Committee, SDIC, and AQIP
- Served on three action project and systems portfolio teams and updated the AQIP@Sinclair website to include quarterly status reports
- Attended "Crafting Your Systems Portfolio" workshop along with the category team leaders appointed for Sinclair's portfolio
- Represented the college at the 28<sup>th</sup> Annual International NCSPOD Conference, serving as a silver sponsor for the keynote speaker, Stephen Lewis

**Focus for the Next Three Months**

- Chair a series of Promotion and Tenure Committee meetings and make recommendations to the president on promotion and tenure
- Chair a series of Merit Committee meetings and make recommendations to the president on college-wide and divisional merit
- Conduct weekly staff meetings and oversee the daily operations of the Office of the Vice President for Instruction
- Establish a new AQIP action project on math success to replace the High School Linkages project
- Continue to serve on the three action projects and systems portfolio team for AQIP
- Attend the Annual Meeting of NCA in April, along with other AQIP leaders

**Challenges** (Notable challenges within your area of responsibility that you are currently working to resolve, and also any challenges affecting your area of responsibility that need attention, resources, or authority that is beyond your area...things that are affecting your performance or are otherwise worrying you AND are significantly beyond your control.)

- Revising the scheduling process to give priority to high-demand courses
- Revising the budgeting/planning process which reallocates resources in meaningful ways to increase enrollment and student success
- Completing a systems portfolio which accurately portrays Sinclair and results in reaccreditation from NCA
- Reorganizing the Instructional Division to better position us for the future

**Improving Access and Learning** (Any general or specific suggestions you might have on how the college can improve access to learning, or improve student performance.)

- All of the above challenges