

## Academic Master Plan Steering Committee Kickoff Meeting

September 14, 2015

2:30-4:30 pm

Mannakee Building, Room #115

**OUTCOMES** – *By the end of this meeting, we will have:*

- Reviewed the charge to the Academic Master Plan Steering Committee;
- Reviewed and understood the themes, process, timeline and tasks for the AMP project;
- Decided on an action plan for completing the first tasks assigned to the Steering Committee.

### AGENDA

	Time	Topic	Lead	Process
1.	2:30-3:00 (‘30)	Welcome and Charge	Dr. Sanjay Rai	Present Clarify
2.	3:00-3:20 (‘20)	Getting Organized <ul style="list-style-type: none"> <li>• Introductions</li> <li>• Outcomes</li> <li>• Agenda</li> <li>• Housekeeping Tasks</li> </ul>	Deborah Preston & Carolyn Terry, <i>Co-Chairs</i>	Present Clarify Agree
3.	3:20– 4:00 (‘40)	Details of Steering Committee Charge <ul style="list-style-type: none"> <li>• Themes and Scope</li> <li>• Collaboration w/ Work Groups</li> <li>• Timeline</li> <li>• Immediate Tasks</li> </ul>	All	Present Discuss Clarify/Modify Agree
4.	4:00-4:15 (‘15)	Action Plan for Next Two Weeks <ul style="list-style-type: none"> <li>• Criteria</li> <li>• Forums</li> <li>• Focus Groups</li> </ul>	All	Brainstorm Clarify/Discuss Agree
5.	4:15-4:30 (‘15)	Wrap-up, Questions, Feedback	Debi & Carolyn	Clarify/Discuss Agree

NOTES:

Our next meeting will be held Monday, September 28, from 3:00 to 5:00 in MK 115.

Our e-mailbox is [academicmasterplan@montgomerycollege.edu](mailto:academicmasterplan@montgomerycollege.edu).

Our website will be accessed through Dr. Rai’s page (the *Academics* tab on the homepage).

Please contact Debi with questions, concerns, ideas @ X77694.