

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">• Introductions• Outcomes• Agenda• Housekeeping Tasks | 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">• Themes and Scope• Collaboration w/ Work Groups• Timeline• Immediate Tasks | All | Present Discuss Clarify/Modify Agree |
| 4. | 4:00-4:15 (‘15) | Action Plan for Next Two Weeks <ul style="list-style-type: none">• Criteria• Forums• Focus Groups | 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.

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

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