

**Academic Master Plan
Steering Committee Meeting #4**

November 9, 2015

3:00-5:00 pm

Mannakee Building, Room #115

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

- Heard updates on Community Focus Groups and discussed rescheduling of Campus Forums;
- Heard updates from Work Group Chairs and provided feedback and support;
- Heard some Work Group recommendations and completed at least one evaluation;
- Discussed process for evaluation work in upcoming weeks.

AGENDA

	Time	Topic	Lead	Process
1.	3:00-3:15 (15)	Welcome and Getting Organized <ul style="list-style-type: none">• Outcomes• Agenda• Website Update• Housekeeping Tasks	Deborah Preston & Carolyn Terry, <i>Co-Chairs</i>	Present Clarify
2.	3:15-3:35 (20')	Discuss Plans for Focus Groups and Forums <ul style="list-style-type: none">• Community Focus Groups• Campus Forums	All	Discuss Agree
3.	3:35-3:50 (15)	Updates from Work Groups <i>If not presenting recommendations</i>	<i>Work Group Co-Chairs</i>	Present Discuss
4.	3:50-4:40 (50)	Read & Discuss Work Group Recommendations	All	Discuss Clarify/Modify Agree
5.	4:40-4:50 (10)	Action Plan for Next Two Weeks <ul style="list-style-type: none">• Communication Updates?• Anticipated Homework	All	Brainstorm Clarify/Discuss Agree
6.	4:50-5:00 (10)	Wrap-up, Questions, Feedback	Debi & Carolyn	Clarify/Discuss Agree

NOTES:

Our next meeting will be held Monday, November 23, from 3:00 to 5:00 in MK 115.

Our e-mailbox is academicmasterplan@montgomerycollege.edu.

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

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