

Academic Master Plan Timeline and Meeting Schedule

September 2015

September 14, 2:30-5:00	Steering Committee Kickoff Meeting
Week of September 21	Work Group Kickoff Meetings
September 28, 3:00-5:00	Steering Committee Meeting #2

Tasks for September

- Steering Committee receives charge, develops criteria for initiatives, and begins planning forums and focus groups.
- Work Groups receive charges and begin reviewing initiatives for possible inclusion in AMP.
- Steering Committee co-chairs activate website, finalize memberships, and facilitate scheduling and communication.

October 2015

Week of October 7	Work Group Meetings
October 12, 3:00-5:00	Steering Committee Meeting #3
Week of October 19	Work Group Meetings
October 26, 3:00-5:00	Steering Committee Meeting #4

Tasks for October

- Steering Committee assists with structure of forums, plans and schedules focus groups, and begins reviewing workgroup recommendations.
- Work Groups begin reviewing initiatives and sending recommendations to Steering Committee for feedback.
- Dr. Rai issues memo announcing kickoff of AMP process, publicizing website and e-mailbox, and previewing campus forums.
- Steering Committee co-chairs maintain website, direct email and web feedback to appropriate committees, and schedule forums and focus groups.

November 2015

Week of November 2	Work Group Meetings
November 9, 3:00-5:00	Steering Committee Meeting #5
Week of November 16	Work Group Meetings
Week of November 16	Campus Forums
November 23, 3:00-5:00	Steering Committee Meeting #6
Week of November 30	Work Group Meetings

Tasks for November

- Work Groups continue reviewing initiatives and select likely recommendations for presentation at campus forums.
- Steering Committee continues to review recommendations, assists with campus forums, and completes focus groups.
- Steering Committee co-chairs maintain website, facilitate forums, organize feedback from forums, focus groups, website, and email, and direct feedback to appropriate committees,

December 2015

December 7, 3:00-5:00	Steering Committee Meeting #7
Week of December 14	Work Group Final Recommendations
December 21, 3:00-5:00	Steering Committee Meeting (??)

Tasks for December

- Workgroups finalize recommendations.
- Steering Committee finalizes initiatives to be included in AMP.
- Steering Committee co-chairs begin drafting introductory material for AMP.

January 2016

January 18, 3:00-5:00

Steering Committee? New location?

Tasks for January

- Writers prepare first draft and executive summary.
- Steering Committee meets if necessary to guide draft.
- Communication plan developed.
- Dr. Rai presents progress at Spring Opening Meeting and announces forums.

February 2016

February 1, 3:00-5:00

Steering Committee Meeting A

Month of February

Campus forums and feedback period.

February 29, 3:00-5:00

Steering Committee Meeting B

Tasks for February

- Steering Committee approves first draft for release, assists with campus forums, and weighs feedback for revision of first draft.
- Steering Committee co-chairs schedule and moderate forums, gather and organize feedback from forums, website, and email, and present feedback to committee.

March 2016

March 15, 3:00-5:00

Steering Committee Meeting C

Month of March

Feedback on final draft via web and email.

Tasks for March

- Writers prepare final draft based on feedback.
- Steering Committee approves final draft.
- Dr. Rai releases final draft for additional feedback.

April 2016

Tasks for April:

- Dr. Rai presents AMP to president and senior leadership for feedback and approval.
- Steering Committee meets as necessary to incorporate senior leadership feedback.
- Writers incorporate final changes.

May 2016

Tasks for May:

- Academic Master Plan finalized.
- Communication plan finalized and final copies printed.
- Plans developed for Board presentation.
- Implementation plans begin.