

RRCC Academic Master Plan Committee
Meeting #1 (October 9, 2013)
Meeting Notes (Draft)

1) Welcome and Introductions [Bob]

➤ Discussion:

- May need to change meeting dates to allow Faculty Senators to participate
- Reviewed members availability responses and best day/time for meetings

➤ Actions:

- Bob to discuss with Amy the possibility of selecting two alternate Senators to participate

2) Committee Charge, Time-Table, Goals & Outcomes (Bob)

➤ Discussion:

- Discussed background and history of AMP related to Facilities Plan, College Plan, and Student Support Services
- Plan for first draft of AMP ready end of Fall 2013, roll-out into Spring 2014 for College budget process
- Reviewed need for relationship between AMP & AQIP (Action Projects) & RRCC Strategic Plan/Directions/Priorities
- Reviewed need for alignment of AMP with CDHE Performance Indicators
- Makes sure to consider DevEd Redesign impact on AMP
- Make sure to include Arvada Campus Plans with AMP
- This will be a new initiative for getting Divisional areas involved in formal planning process
- Need “alignment conversations” with new AQIP Action Plans for 2013-15

➤ Actions:

- Update shared drive repository with all documents needed to address points mentioned above
- Get all members access to shared drive
- Include a “glossary” of terms used in AMP

3) Reverse Design Model Group Exercise [Richard & Shyrel]

“Start with the end in mind.....define, design & deliver”

➤ Member Responses to Exercise:

a. What do we expect an AMP to do for the College, Faculty, Staff, Students and RRCC community (Identify the Benefits)

- Helps identify where to allocate resources and why and how it helped (direction future & existing status)
- Focus on educating the “whole student”... holistic approach, integration of learning with tools for learning, focus on life-long learning skills
- Identify “Common Learning Objectives” ., ie “Core Competencies”, with resources dedicated to helping students to gain these competencies
- Focus decision-making for future learning facilities & budget priorities (including faculty hire decisions)
- Identify what areas of the College need to grow “smart growth”
- Establish a process for data-driven decision-making, data-informed decisions
- That they will know what the college experience will give to them
- Allows students and college to see into the future for directions to take

- Allows us to identify student support systems and learning environment that supports teaching & learning
- Will describe what RRCC will be and what sets us apart from competition (the dream of what could be)
- Gets us in step with community needs (business and others)

b. How do we define and measure each of these?

(Plan the Assessment Methodology)

- Improvement of the quality of our learning environment, technology, services, instruction
- Focus on access, affordability and effectiveness
- Use measures persistence, student success, graduation, transfer, employment, satisfaction
- Create a plan for continuous improvement (documented results for quality improvement)
- Focus on the AQIP Categories

c. What is the “Value Proposition” of having an AMP in place?

(Identify the Outcomes)

- Becomes a “blueprint”, a “roadmap” of how initiatives are aligned and involved
- Creates new ways of communicating and building college knowledge base
- Provides an intrinsic value to education, and a dollar value to the college for use in allocating resources
- Establishes a teaching & learning philosophy and culture at RRCC
- Supports the Vision & Mission & Values of RRCC
- Provides excitement (passion) for working at RRCC
- Must speak to who we are and why we are here
- Assures that we place resources where they are most effective

d. How will an AMP assist in achieving/reaching these Outcomes?

(Build the Strategies)

- Aligns with AQIP strategies (keep it simple & involve all stakeholders)
- Encourages a positive language and allows us to listen to all communities of interest
- Applies the features of AMP to roles & responsibilities of employees for enhancing job performance
- Creates a system of aligning AMP to their fit at RRCCC (they want to be able to read it and apply it to their job)
- Brings better sense of community to faculty (involving PT Instructors)
- Allows an “Appreciative Inquiry” culture to evolve from AMP (celebrate successes and accomplishments)
- Brings Arvada & Lakewood campuses together in achieving success
- Provides opportunities for students =’s opportunities for innovative teaching (with funding priorities)
- Builds upon the reputation of RRCC to recruit and retain employees

e. What does an AMP look like?

(Design & Implementation) [Continue at Next Meeting]

(Refer to Conceptual Models and USA College Models on Shared Drive)

f. Why should we have an AMP?

(Define Vision & Goals) [Continue at Next Meeting]

(Refer to PowerPoint on Shared Drive)

g. What would happen if we did not have an AMP?

(Clarify the Values) [Continue at Next Meeting]

(Refer to PowerPoint on Shared Drive)

4) AMP PowerPoint & Resources Available on Shared Drive: [Richard]

- Richard presented a PowerPoint on Academic Master Plan Essentials and showed the Document Folders on the Instructional Services Shared Drive which included;
 - a. Research Materials Gathered
 - b. AMP Models & Templates
 - c. Program/Discipline Portfolio and Review Examples
 - d. Assessment of Academic Achievement Examples

Additional Items for Discussion and Suggestions:

- Need messaging and communication of AQIP & AMP to all college employees
- Consider Faculty & Employee Tabs links to information on AMP and progress
- Roll-out the AMP in phases of development and why it is important to all (u-tube video)
- Place minutes of meetings on Portal website to inform college of Committee progress....
- Start a process of communicating (committee membership, minutes) on VPI Website
- Create a "Glossary Sheet" of Terms and Acronyms for new employees

5) Meeting Dates and Locations for Fall 2014 [Bob]

- Will decide on meeting dates after two Faculty Senate representatives identified

6) Assignments and Agenda for Meeting #2 (10-23-2013) [Bob, Richard & Shyrel]

- Meeting notes will be distributed for review next week
- "Structured Document Review" of Shared Drive will be distributed next week
- Environmental Scan Report will be printed and placed into Binders for members