

RRCC Academic Master Plan Committee
Meeting #5 (December 4, 2013)
Meeting Notes (Draft)

I. Old Business

1) Review & Approval of Meeting Notes from 11-20-2013

➤ *No changes submitted or requested*

2) “Reverse Design Model” Group Exercise; Start with the end in mind.....define, design & deliver

a. What do we expect an AMP to do for the College, Faculty, Staff, and Students?
(Identify the Benefits)..... (See Meeting Notes 10-9-2013)

b. How do we define and measure each of these?
(Plan the Assessment Methodology)..... (See Meeting Notes 10-9-2013)

c. What is the “Value Proposition” of having an AMP in place?
(Identify the Outcomes)(See Meeting Notes 10-9-2013)

d. How will an AMP assist in achieving/reaching these Outcomes?
(Build the Strategies)..... (See Meeting Notes 10-9-2013)

e. What does an AMP look like?
(Design & Implementation)..... (See meeting Notes 10-23-2013)

f. Why should we have an AMP?
(Define Vision & Goals)..... (New Discussion Item Tabled Until Spring Workweek)

g. What would happen if we did not have an AMP?
(Clarify the Values)..... (New Discussion Item Tabled Until Spring Workweek)

3) Review “SnapShot” Inventory Survey Responses Crosswalk Document

➤ *Committee reviewed responses from Instruction and Student Services Inventory for “Themes” on the three questions. Still waiting on Administrative Services responses...Suggestion was made to gather responses from Departments in President’s Office: Foundation, Planning/Research/Effectiveness, Communications, RMEC, HR.....*

Action Items: Bob will request Administrative Services and President’s Office responses....Shyrel and Richard will place those into CrossWalk Inventory and identify Common Themes for review and input during Spring Work Week activity...Bob, Shyrel and Richard will craft the mini-presentation and feedback activity for Instructional Services Spring Work Week...

4) Review Goals Alignment Crosswalk Document and Master Plan Draft Template

- *Committee reviewed the Goals Alignment CrossWalk for setting AMP Priorities. All external and internal forces were identified and a crosswalk exercise was demonstrated. Mike suggested we create a visual that shows the major external goals and their respective sources and how they line-up with internal goals...then drive AMP Priorities.....*

Action Items: Shyrel and Richard will complete the Goals Alignment Crosswalk and distribute to AMP Committee members and work with Mike to create a visual of the primary driving goals and their alignment ...

II. New Business

1) Environmental Scan Report (Tabled Until Spring 2014)

- a. Review Findings, Recommendations and Next Steps
- b. Conduct Internal Validation Surveys to Supplement Information from Environmental Scan

2) Public Disclosure (Tabled Until Spring 2014)

- a. VPI Website for Agenda & Minutes
- b. RRCC Website for Messaging & Communication of AMP Progress
- c. D2L Shell for Committee Communication, Collaboration and Repository

3) Next Steps:

- *Complete Goals Alignment CrossWalk*
- *Gather Administrative Services & President's Office responses to inventory questions*
- *Complete Inventory Themes CrossWalk*
- *Complete the Academic Master Plan Draft*
- *Plan for Spring WorkWeek mini-presentation on AMP Update and Feedback Session on Themes*
- *Plan for roll-out of Unit Level conversations on building Strategic Plans in Spring 2014*
- *Set AMP Committee meeting days/times for Spring 2014*