

**RRCC Academic Master Plan (AMP)**  
**Design & Implementation Committee**  
**Fall, 2013**  
**Draft #2 (10-15-2013)**

**Committee Composition (N=14 + 2 Facilitators):**

Instructional Administration: Bob Rizzuto (Committee Chair), Janet Steinkamp

Instructional Deans: Kelly Circle, Mike Coste, Bill McGreevy

Instructional Department Chairs: Nicole Lacroix, Barbra Maher, Pamela Mencher

Faculty Senate Appointments: Toni Nicholas, Candace Garrod, Peter Titus

Student Services: Linda Crook

Institutional Effectiveness: Tim Griffin

Administrative Services: Debbie Sylvester

Facilitators: Richard Gentile & Shyrel Smith-Hosseini (Ex-Officio)

**Committee Charge (From VPI):**

- (1) Identify the Purpose and Function of an Academic Master Plan
  - a. Research Literature on Existing Models of Academic Plans
  - b. Collect and Review Existing Models, Templates, Processes & Practices
  - c. Develop a Conceptual Framework for the RRCC Master Plan
  - d. Review CCCS & RRCC Goals and Strategic Directions for Alignment
  - e. Review HLC and AQIP Resources for Alignment areas
  
- (2) Identify Essential Components and Key Processes of an Academic Master Plan
  - a. Develop a Description of the Structure and Function of the Academic Master Plan
  - b. Describe Key Processes and Timelines for Building the Academic Master Plan
  - c. Describe the Roles & Responsibilities of Key Personnel
  - d. Set Outcomes and Deliverable for RRCC Academic Master Plan
  
- (3) Design the First Draft of the RRCC Academic Master Plan;
  - a. Create a Template of the Key Components to be Included
  - b. Describe the Deliverables from Key Personnel at the College
  - c. Identify Criteria, Thresholds and Data Sources Needed
  - d. Describe the Document Creation, Collection and Storage Components
  
- (4) Design the Master Plan Reporting Process and Quality Improvement System
  - a. Describe the Process for Communicating the Academic Master Pan (Internal & External)
  - b. Create a Reporting Cycle for Annual Review and link to Budget Process
  - c. Describe the Components and Key Personnel Responsibilities for Quality Control
  - d. Describe the Quality Improvement System for the Academic Master Plan

**Committee Goals & Outcomes:**

- (1) Conduct research and review models of Academic Master Plans from other Colleges.
- (2) Develop a repository of documents to use as resources for creating RRCC Academic Master Plan.
- (3) Create a template outline of key components, timelines and processes for implementing the Academic Master Plan.
- (4) Propose a reporting system for the Academic Master Plan on a cycle consistent with budget process.
- (5) Design an evaluation process for monitoring the effectiveness of the Academic Master Plan and for conducting regular review of its effectiveness in strategic planning and budget prioritization.

**Approved By:**

**Date:**

DRAFT