**RRCC Academic Master Plan Committee**
**Meeting #2 (October23, 2013)**
**Meeting Notes (Draft)**

1) **Welcome New Members; Toni Nicholas & Peter Titus (Bob)**
   ➤ VPI Rizzuto introduced the newest faculty members to join the Academic Master Plan Committee.
   ➤ Actions: All future meetings will remain on Wednesday afternoons as planned.

2) **Review & Approval of Meeting Notes from 10-23-2013**
   ➤ Committee reviewed meeting notes from 10-23-2013. No corrections noted.

3) **"Reverse Design Model" [Richard & Shyrel]**
   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)………. (New Discussion Item)
   ➤ Discussion
      Richard and Shyrel distributed materials for review that included a Conceptual Framework, Content Outline and Model Templates for designing an Academic Master Plan. Committee reviewed and discussed features of each item. It was agreed that at the next meeting, the members will begin a detailed review of the Modified CCCS Template and assure that it covers all the Key Components and has applied relevance for RRCC. Richard reviewed the resource documents on the Shared Drive for models of Academic Master Plans from other colleges. Members agreed that a Program/Discipline "Snapshot" Inventory of current status and needs should be distributed as a precursor to Portfolio/Review process.
   ➤ Actions:
      Bob will work with Richard and Shyrel to craft a brief "Snapshot" Inventory to distribute to Academic Chairs to begin the process of communicating Academic Master Plan initiatives. Academic Support, Learning Support and Administrative Services Areas will also look into survey of student learning issues and opportunities for Strategic Planning.

f.   Why should we have an AMP?
(Define Vision & Goals)………. (New Discussion Item)
➢   Tabled

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

4)   **Environmental Scan Report (Bob, Richard & Shyrel)**
a.   Hard Copy Binders and Shared Drive Documents
➢   Richard and Shyrel distributed RRCC Environmental Scan booklets including the Appendices. Committee reviewed and discussed the documents which included; CDHE State Plan, CCCS System Plan, RRCC Strategic Plan and Annual Goals and Strategic Priorities and AQIP Areas for Improvement. Richard reviewed the resource documents on the Shared drive for Environmental Scan.
b.   Review Findings, Recommendations and Next Steps
➢   (Tabled)

5)   **Public Disclosure (Richard & Shyrel)**
➢    (Tabled)
a.   VPI Website for Agenda & Minutes
b.   RRCC Website for Messaging & Communication of AMP Progress
c.   D2L Shell for Committee Communication, Collaboration and Repository

6)   **Assignments and Agenda for Meeting #3 (11-6-2013) [Bob, Richard & Shyrel]**