RRCC Academic Master Plan Committee
Meeting #3 (November 6, 2013)
Meeting Notes (Draft)

1) **Review & Approval of Meeting Notes from 10-23-2013**
   ➢ Committee reviewed notes from previous meeting…No additions or corrections needed.

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 for Next Meeting)

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

3) **Review "SnapShot" Inventory Survey Questions**
   ➢ Committee discussion of Inventory Survey questions. Richard presented a draft of Inventory Questions framed around the SOAR Model for Planning. Members felt that this is a more comprehensive survey that should come later in the Portfolio/Review Process. At this point in time just need to stimulate awareness of the AMP underway and request basic information that will lead to goals and strategic planning later. Use three simple questions now then add SOAR later as part of the Program Portfolio/Review Process.
   Members agreed to survey Instructional Chairs/Leads using the same three questions that Linda already distributed to Student Services Leadership and Debbi will then also distribute to Administrative Services Leadership. Three questions are;
   (1) What does your Department do well - What are your Department strengths?
   (2) What are your Department opportunities for improvement?
   (3) What are the top five things you need in order for your Department to improve?

➢ Action Items:

Committee recommends that Bob send two messages with the 3 Inventory Questions; one message to Academic Chairs/Leads and one message to Administrative and Student Services Leaders (Lisa, Peggy, Bill, Colleen, Foundation, etc.)

Messages should have wording that this is an "internal scan" for initial data gathering that will be used in the Academic Master Plan Process.

Messages to go out by Friday 8th (not distributed to the faculty until after Chairs meeting on 12th), Bob to discuss survey questions at next Chairs meeting on 12th, then Chairs/Leads send survey out to all faculty, request feedback gathered by November 18th

Committee will "review" responses at next AMP Committee November 20th (to look for trends, themes and general needs across the college). Information will be included in the "Internal Scan" category of the AMP.

4) **Review of Master Plan Template and Alignment Crosswalks**
   ➢ Committee reviewed the CCCS/RRCC Master Plan Template Outline. Several additions, corrections and modifications of the Outline components were suggested.
   ➢ Action Items:
      Richard to make changes and send Template Outline for all members to review

   ➢ Discussion Items:
      What is the role of RMEC in Academic Master Plan? Do we address Continuing Education, Contract Training and Customized (non-credit) training in the Academic Master Plan?
   ➢ Action: Discuss with Bob, possibly invite Colleen to AMP Committee Meeting
   ➢ Committee agreed that next meeting need to discuss Timeline for completion of the AMP Draft due by December.
   ➢ Committee agreed that Master Plan needs an Implementation Timeline to include expected dates for design and implementation of Key Processes (Program Portfolio/Review) to roll-out. Suggestion was made that early in Spring '14 conduct messaging to all Faculty & Staff about the Academic Master Plan progress and timelines for expected roll-out of Key Processes.

5) **Environmental Scan Report** *(Tabled for Next Meeting)*
   a. Review Findings, Recommendations and Next Steps
   b. Conduct Internal Validation Surveys to Supplement Information from Environmental Scan

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

7) Assignments and Agenda for Meeting #4 (11-20-2013)
   - ➢ Richard to complete Meeting #3 Notes and communicate action items to Bob for SnapShot Inventory Survey to be distributed.
   - ➢ Bob to send out messages with SnapShot Inventory Questions to Academic Chairs, Student Services and Administrative Services Leadership.
   - ➢ Richard to complete modification and corrections to RRCC Master Plan Template for distribution to Committee Members for their review and input on additions and suggestions.

   - ➢ Next Meeting: Review responses to SnapShot Inventory, Continue work on RRCC AMP Template Outline, Discuss timeline for completion of Master Plan Draft due December.