Academic Affairs Workshop: Continuing the Implementation of AMP

February 14, 2014

**Agenda**

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| Time | Title | Presenters |
| 2:00-2:15 | Greetings  | Jody Harpster  |
| 2:15-2:35 | CUE Equity Scorecard Update | Jim Mike and Niel Brasher |
| 2:35-2:55 | Entry Year Planning | Sarah Stokely and Bill Sommers |
| 2:55-3:00 | Alignment and Implementation | Jim, Niel, Sarah, Bill |
| 3:00-4:15 | Break-out work session | Tracy Schoolcraft (see room assignments and groups below) |
| 4:15-5:00 | Report out from work groups & wrap-up | Jim Mike, Jim Johnson, John Kooti, Sarah Stokely, Bill Sommers, Chris Sax, Denny Mathes, Tracy Schoolcraft |

**Directions for the break-out work session**

1. The goal of this dedicated time is to make progress on the AMP strategic planning grids so that they can be turned in with the budget documents at the end of spring (date to be announced). Planning grids for 2013-2014 and for 2014-2015 are to show the department/office goal and how it links to College/School/unit goals in addition to how they link to AMP. Grids that were submitted last spring are a good starting point, adding the missing College/School/unit information. You may also change the goals from what was submitted last year. See more information in the FAQ section of this document. The time during this session may be used to determine the College/School/unit goals that work for all group members since the department/office goals are to be further discussed after this work session with the department/office.
2. You may also use some of this time to fill out and share new program ideas. “Program” is broadly defined to include activities such as establishing an advising center as was done by the College of Arts and Sciences and the School of Academic Programs and Services previously. The essential part of the form that we ask to be filled out is at the top: Faculty member(s), Department, Program Title/Topic, and Brief Description of the program / idea.
3. Rooms and groups
	1. College of Arts and Sciences faculty dining room
	2. College of Education and Human Services room 111
	3. College of Business room 109
	4. Schools of Academic Programs and Services CUB 238
	5. Academic Outreach and Innovation Tuscarora room
	6. Enrollment Management Tuscarora room
	7. Associate Provost and Dean of Graduate School Tuscarora room
	8. Honors Tuscarora room
	9. Library Tuscarora room

**Directions for report out session**

The designated speaker for each group is to highlight the common themes/threads that were discussed that connect the College/School/unit to AMP. Each presenter is limited to no more than 3 minutes.

**Save the date(s):**  Another work session is in the planning process and will be either March 28th or April 4th from 2 to 5pm. Please save these times.

**Frequently Asked Questions about AMP strategic planning grids**

1. What is a good goal?
	1. Good goals are Specific, Measurable, Attainable, Relevant and Time-bound (SMART). For example, a department may have a goal to decrease the percentage of D, W and F grades in a particular course from 35% to 32% from Fall 2013 to Fall 2014. You may not have the numbers for your goals today, but we can help you get them.
2. Where do I find previous College/School/unit goals?
	1. You may find previous goals in last year’s budget documents or in the unit’s strategic plan (if one exists). If none can be found, the time during this work session can be spent determining common broad goals for the College/School/unit.
3. Do all my goals need to have a dollar amount in the budget column?
	1. No. Because of the way we do our budget, you may not be able to easily come up with a cost for strategies that you plan to do in order to reach your goal. Feel free to put “unknown” in the column. The main purpose of creating these planning documents, at this point in time, is to link department/office goals to the College/School/unit goals and to AMP goals. In future years we can refine the connection to budget. We do encourage you, though, to fill this in if it is straightforward to do so. For example, if you are going to reassign a department student employee to assist in a high DWF course so that 100% of the time is spent supporting the course, you can write “100% of student employee wages” in the budget column and we can fill in dollar amounts later.
4. Do I have to put goals on a grid in Word or Excel? Can I write them in narrative form?
	1. We prefer to have the goals documents submitted using one of the grid forms (either Word or Excel). We realize that these formats may not work for everyone so we have created another format in Word that is more narrative-like in form. The results of these forms will be aggregated so that we can show progress on AMP goals, thus the information in the narrative format will be cut and pasted by someone else in order for this analysis to be done. Therefore, if you can submit the information using the Excel worksheet, this is the preferred format but it is not necessary.