

SAMPLE PREPARATORY MEETING AGENDA

COMPREHENSIVE PROGRAM REVIEW (CPR) SELF-STUDY TEAM MEETING AGENDA

I. SELF-STUDY (PGS 11-13) OVERVIEW

- A. Judge performance on the 12 components
 - i. Individual rating of areas – based on evidence.
 - a. If no evidence, and we have it, find it and add to data
 - ii. Collective rating – determine final ranking as group
 - iii. Outline/answer ‘overview’ question answers
 - iv. Identify areas of strength, weakness, and areas requiring follow-up (work form A, pg 45)
 - v. Summarize actions required for program to meet standards (Follow-up Actions Form)
 - vi. Write action plan
 - a. Lists specific actions
 - b. Prioritizes actions
 - c. Identify resources needed
 - d. Set dates
- B. Approach

II. WEEKLY MEETINGS

- A. Starting with steps 1-3 above for each component
- B. Review and complete individual rating prior to each meeting
- C. At meeting will review and discuss
- D. Overview questions brainstormed, then split up for individuals to ‘clean up’ and outline/answer.

III. SCHEDULE

- A. February 21 – Mission (1), Ethics(5)
- B. February 28 – Program (2)
- C. March 7 – Program (2)

- D. March 14 – Law, Policy, and Governance (6), Diversity, Equity, and Access (7)
- E. March 21 – Organizational & Leadership (3)
- F. March 28 – Human Resources (4), Facilities & Equipment (11)
- G. April 4 – Institutional/external relations (8), Technology (10)
- H. April 11 – Financial Resources (9), Assessment & Evaluation (12)
- I. April 18th – no meeting
- J. April 25 – S/W/F (step 4)
- K. May 2 – S/W/F (step 4)
- L. May 9 – S/W/F (step 4)

IV. GOOD OF THE ORDER

- A. Questions, comments, concerns
- B. Next meeting: Open Discussion
- C. Homework: Review components 1 & 5
- D. Add to data: collaborative summary, others?