
INTER

MEMO

OFFICE

Office of the Vice President of Instruction and Learning Services

To: AQIP Steering Committee
From: Don Halog
Subject: Agenda for December 15 Meeting
Date: December 8, 2006
CC: J. Goodnow and K. Wilson

When we meet in the **Board Room on Friday, December 15 from 10 to noon** (and maybe, if possible for the majority of us, into the lunch hour), we will work until we have approved the Strategy For Action Workbook.

AGENDA

To finish we need to:

- Approve Part B (Delta's Future) that contains the three chronic frustrations, three concrete elements of shared vision, and three most critical principles of High Performance Organizations. Fortunately, from Jenny and Michael you have received drafts for the first two items soliciting your input. It is likely that we can review and approve all three quickly.
- Complete the Action Project page for three to four action projects. You have a worksheet to complete for each of the five priority action plans that should be helpful to arrive at the three or four action projects for the Forum.
Besides this worksheet we will need to answer questions about each of the action plans.
Between now and December 15 you should be writing down responses to the following questions for each of the five priority action plans. (You may want to look at the John Dewey University Strategy for Action Workbook model.)
 1. Briefly describe what you would like this project to accomplish
 2. Where did the idea or stimulus for this project originate? *The answer could be simple: from the strategic planning process. Or we might identify where the idea really came from.*
 3. Which specific needs of your students or other external stakeholders would be better met if you accomplished this project? How?
 4. How would doing this project allow you to better meet your employees' needs? Which, specifically?
 5. How would accomplishing this project change or affect your institution's culture?
 6. What leadership and employee enthusiasm and support is there for doing this project now?
- Identify the three or four action projects for the Strategy Forum

The Strategy Forum: Travel and Conference Center Information

We are probably flying to and from Chicago rather than driving or taking the train. Andrea has been exploring all the possibilities with the Business Office.

The Marriott Hickory Ridge Conference Hotel is well-suited for business meetings. As the hotel truthfully claims, it “is designed to support a learning environment. It offers great meeting space, wonderful food, beautiful grounds, and a variety of health and fitness options.” The registration fee includes workshop participation, materials, lodging, breaks, and specified meals. We will still have to provide a credit card number upon arrival to pay for incidentals and any additional meals. The hotel is located at 1195 Summerhill Dr., Lisle, IL 60532. Phone: 630.971.5000.