



AGENDA PLANNER

SPRING SEMESTER

Meeting Date, Time, and Location	Meeting Purpose (work session goals, questions to answer, etc.)	Resources to Prepare/Gather (documents or tools for meeting)	Homework for the Team (in preparation for next meeting)
Thursday, 5/22 12:00-2:00 pm Tech Ed Conf. Rm.	Project Kickoff	Project charter Work plan/trajectory Homework (uploaded to Basecamp)	Review EMP briefing sheets

LATE SUMMER & FALL SEMESTER

Meeting Date, Time, and Location	Meeting Purpose (work session goals, questions to answer, etc.)	Resources to Prepare/Gather (documents or tools for this meeting)	Homework for the Team (in preparation for next meeting)
August TBD	Opportunities for college input may be identified prior to the start of the term to coincide with retreats, pre-fall meetings, or other events	TBD	None
Early September	[No meeting – summarized/synthesized data from input sessions distributed to team by 9/6 for review]	Synthesized College Input	Review summarized data and/or additional resources
Thursday, 9/12 1:00-2:30 pm Tech Ed Conf. Rm.	<ul style="list-style-type: none"> Discuss gathered input and identify key items/ideas to incorporate into the EMP response Discuss any additional research that surfaced over the summer 	Additional research (if available/needed)	Review EMP template for format only (template to be distributed by Friday, 9/20)
Thursday, 9/26 1:00-2:30 pm Tech Ed Conf. Rm.	<ul style="list-style-type: none"> Share project team insights based on homework (review of briefing packet, Institutional Equity Plan, Los Rios Future of Work) and college input Determine key items/ideas to incorporate into EMP response Get feedback on EMP template format and refine if needed 	EMP Template – Draft Version (distributed in advance)	Review summary version of draft imperatives (draft to be distributed by Friday, 10/4)
Thursday, 10/10 1:00-2:30 pm Tech Ed Conf. Rm.	<ul style="list-style-type: none"> Discuss feedback on draft imperatives (summary version) Talk through each section of the final template to identify any content the team would like to see in the draft that was not identified in previous meetings 	Draft Imperatives - Summary Version (distributed in advance) EMP Template – Final Version	Review first draft of EMP (distributed by Friday, 10/18)
Thursday, 10/24 1:00-2:30 pm Tech Ed Conf. Rm.	<ul style="list-style-type: none"> Discuss first draft to get the team’s suggestions for how to refine the content 	First Draft (distributed in advance)	Review final draft of EMP (distributed by Monday, 10/28)
Thursday, 10/31 1:00-2:30 pm Tech Ed Conf. Rm.	Discuss any remaining desired changes and (hopefully!) recommend the final draft for governance review	Final Draft (distributed in advance)	
	Final Draft submitted by November 1 for governance review		