

Academic Growth Plan May 2013 Schedule and Needs

Revised 4/19/13

Date	Time	Activity	Place	Invitees	Special Needs	Supplies Needed	Staff Needed
Mon. 5/13	10.00 – 11.30am	Re-Envisioning General Education IDEAS workshop	DEC 212	Faculty, students, staff		Dry erase markers, post its and sharpies	
	12.00 – 1.00	Kick-Off AGP Platforms for Learning Experiences	DEC Forum	All Faculty & staff and President's Council	Need Tech and Physical Plant work orders; Catering Order – bagged lunches	PPT. Handout?	All office staff needed for set-up
	1.00-2.30pm	Charrette: Platform for Learning Experiences	DEC Studios, 215, 217, 219 on hold: 211, 212	All Faculty	Walls closed between studios	Sticky notes Large pads Markers Expo markers Dry erase supplies Pens	Staff to ensure supplies are in place and rooms are ready to go; 4 clusters of 2 tables for 5-6 to sit around
	2.30-3.00	Wrap up/report out and leave	DEC Forum				At least one office staff present
Tuesday, 5/14	12.00-1.00pm	Transformation Imperative Overview	DEC Forum	All Faculty & staff	Need Tech and Physical Plant work orders; Catering – bagged lunches	PPT. Handouts	
	1.00-2.30pm	Transformation Imperative Workshop	DEC Studios 215, 217, 219 On hold: 211,	All Faculty	Walls closed between studios	Sticky notes Large pads Markers	Staff to ensure supplies are in place and rooms

Academic Growth Plan May 2013 Schedule and Needs

Revised 4/19/13

			212			Expo markers Dry erase supplies Pens	are ready to go; 4 clusters of 2 tables for 5-6 to sit around
	2.30-3.00	Wrap up and leave	DEC Forum				At least one office staff present
Wed. 5/15	10.00-11.00am	Framing the Vision for Online at PhilaU	DEC Forum	All Faculty	Need Tech and Physical Plant work orders	PPT. Handout?	
	11.00-12.00pm	Online Vision Charrette (NOTE: ideally we are in one space for the vision charrette)	DEC Studios 211 & 212, Oh hold: 217, 219	All Faculty	Walls closed open between studios	Sticky notes Large pads Markers Expo markers Dry erase supplies Pens	
	12.00-12.45pm	Bagged Lunch	DEC Studios 211, 212 On hold: 217, 219	All Faculty	Catering Order		All office staff needed for set-up
	1.00-1.30pm	Instructional Designer Overview	DEC Forum (on hold: DEC 217)	All Faculty	Need Tech and Physical Plant work orders		Staff to ensure supplies are in place and rooms are ready to go
	1.30-3.00pm	Instructional Designers Workshop (designing a online course, program, or?)	DEC Studios 215, 217, 219 On hold: 211, 212	All Faculty	Walls closed between studios	Sticky notes Large pads Markers Expo markers Dry erase supplies Pens	

Academic Growth Plan May 2013 Schedule and Needs

Revised 4/19/13

	3.00 – 3.30pm	Wrap up and leave	DEC FORUM				At least one office staff present
Thurs. 5/16	10.00-10.30am	Strategies for Scaling Programs	DEC FORUM	All Faculty & Staff	Need Tech and Physical Plant work orders	PPT. Handout?	
	10.45-12.00pm	Scaling Programs Charrette	DEC Studios 215, 217, 219 On hold: 211, 212	All Faculty	Walls closed between studios	Sticky notes Large pads Markers Expo markers Dry erase supplies Pens	
	12.00-12.45pm	Report out with Bagged Lunch	DEC FORUM or on hold: 211, 212, 215 217, 219	All Faculty	Catering Order		All office staff needed for set-up
	1.00-2.30pm	CIS Meeting Workshop on General Education; parallel meetings for programs moving forward	DEC 215, 217, 219 (need to add smaller rooms?)	All Faculty		Sticky notes Large pads Markers Expo markers Dry erase supplies Pens	Staff to ensure supplies are in place and rooms are ready to go
Fri. 5/17	11.30-1.00pm	Report Out and Work for the Summer over Lunch	DEC FORUM	All Faculty And President's Council	Catering Order for lunch		