Columbia College
Academic Council
Agenda Planning Document

NOTE:	Clarification of Terms
Must; Shall; Will:	These words or phrases indicate actions or activities that are *essential* or *mandatory*.
Should:	This word implies that it is highly desirable to perform certain actions or activities, but not essential or mandatory.
May or Could; Can:	These words imply freedom or liberty to follow an alternative to the action or activity being presented in a document.

<u>September</u>
Month

Primary Meeting (1st Wednesday)   (Items dealing with day to day matters.)

AGENDA   -   Sharing
- Accounting & Human Resources items
- IS Department items
- Registrar's Office items
- Student Services items
- Convocation planning update
- Discuss how to deal with Halloween activities for staff and students
- Marketing – Review Marketing Mix and update AC members
- Should we have a fundraiser (eg. pizza sale)
- Program Chairs/Managers should contact the AC meeting recorder if they would like to schedule a program/department presentation to the AC group
- Review CSS Annual Results Review & Decision Making Process
- Is there anything else on a committee member's mind

Secondary Meeting (3rd Wednesday)   (Day to day items that can not wait till the next primary meeting – planning items, professional development items, items requiring more in-depth discussion.)

AGENDA   -   As required
- Professional Development

Document Name: AC Planning
Document Number: ADM-P069
Revision #11   **NOTE: Revisions to this document can be made following procedures outlined in Document #ADM-P014 – Document Control Policy and Procedures**
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October
Month

Primary Meeting (1ˢᵗ Wednesday)   (Items dealing with day to day matters)

AGENDA   -   Sharing

          -    Accounting & Human Resources items

          -    IS Department items

          -    Registrar's Office items

          -    Registrar Review annual KPI Report

          -    Student Services items

          -    Decide how to manage Christmas cards

          -    Marketing – Review Marketing Mix and update AC members

          -    Review CSS Annual Results Review & Decision Making Process

          -    Note that the second AC meeting in November will be from 8:15 am to 3:00 pm (Review purpose of meeting)

          -    Is there anything else on a committee member's mind

Secondary Meeting (3ʳᵈ Wednesday)   (Day to day items that can not wait till the next primary meeting – planning items, professional development items, items requiring more in-depth discussion.)

AGENDA   -   As required

          -    Professional Development

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Primary Meeting (1st Wednesday)   (Items dealing with day to day matters)

AGENDA   -   Sharing
           -     Accounting & Human Resources items
           -     IS Department items
           -     Registrar's Office items
           -     Student Services items
           -     Review the "Annual Report for Licensed Programs" (April deadline)
           -     Marketing – Discuss and recommend to the President whether to do a Marketing Plan SWOT or SOAR Analysis of the college in January
           -     Marketing – Review Marketing Mix and update AC members
           -     Review CSS Annual Results Review & Decision Making Process
           -     Is there anything else on a committee member's mind

Secondary Meeting (3rd Wednesday) 8:15 am – 3:00 pm   (Day to day items that can not wait till the next primary meeting – planning items, professional development items, items requiring more in-depth discussion.)

AGENDA   -   Sharing
           -     Review CSS Annual Results Review & Decision Making Process as an in-depth activity (note length of meeting)
           -     Review AC team members recommendations related to Corporate Directives including; the colleges Foundation Document, the colleges short to mid term goals, and organizational chart. Each of these is listed in the current year Business Plan. Recommended changes will be considered for the next years Business Plan. (see BPT Step 5)

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Primary Meeting (1st Wednesday)   (Items dealing with day to day matters)

AGENDA   -   Sharing
          -    Accounting & Human Resources items
          -    IS Department items
          -    Registrar's Office items
          -    Review the "Annual PIB Report for Licensed Programs" (April deadline)
          -    Review CSS Annual Results Review & Decision Making Process
          -    Student Services items
          -    Marketing items
          -    Marketing - Review the Annual Number of Inquiries from different marketing categories
          -    Marketing – Review Marketing Mix and update AC members
          -    Decide if the January meeting needs to be moved
          -    If approved by the President, the AC will complete an annual SWOT or SOAR analysis of the college as a whole. Please refer to the current Marketing Plan for the college and refer to Appendix I
          -    Recognition of Others
          -    Is there anything else on a committee member's mind

Secondary Meeting (3rd Wednesday)   (Day to day items that can not wait till the next primary meeting – planning items, professional development items, items requiring more in-depth discussion.)

AGENDA   -   As required
          -    Professional Development

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Primary Meeting (1st Wednesday)   (Items dealing with day to day matters)

AGENDA   -   Sharing
           -     Accounting & Human Resources items
           -     IS Department items
           -     Registrar's Office items
           -     Review the "Annual PIB Report for Licensed Programs" (April deadline)
           -     Review CSS Annual Results Review & Decision Making Process
           -     Student Services items
           -     Marketing items
           -     Marketing – Review Marketing Mix and update AC members
           -     Discuss whether or not to host a stampede event (if so, book grills)
           -     Is there anything else on a committee member's mind

Secondary Meeting (3rd Wednesday)   (Day to day items that can not wait till the next
                                           primary meeting – planning items, professional
                                           development items, items requiring more in-depth
                                           discussion.)

AGENDA   -   As required
           -     Professional Development

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<u>February</u>
<u>Month</u>

Primary Meeting (1st Wednesday)   (Items dealing with day to day matters)

AGENDA   -   Sharing

-    Accounting & Human Resources items

-    IS Department items

-    Registrar's Office items

-    Review the "Annual PIB Report for Licensed Programs" (April deadline)

-    Review CSS Annual Results Review & Decision Making Process

-    Student Services items

-    Marketing Items

-    Updates from Corporate Scholarship Committee

-    Marketing – Review Marketing Mix and update AC members

-    Is there anything else on a committee member's mind

Secondary Meeting (3rd Wednesday)   (Day to day items that can not wait till the next primary meeting – planning items, professional development items, items requiring more in-depth discussion.)

AGENDA   -   As required

-    Professional Development

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Primary Meeting (1st Wednesday)   (Items dealing with day to day matters)

AGENDA   -   Sharing
          -    Accounting & Human Resources items
          -    IS Department items
          -    Registrar's Office items
          -    Review the "Annual PIB Report for Licensed Programs" (April deadline)
          -    Student Services items
          -    Marketing Items
          -    Marketing – Review Marketing Mix and update AC members
          -    Recognition of Others
          -    Is there anything else on a committee member's mind

Secondary Meeting (3rd Wednesday)   (Day to day items that can not wait till the next
                                             primary meeting – planning items, professional
                                             development items, items requiring more in-depth
                                             discussion.)

AGENDA   -   As required
          -    Professional Development

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<u>April</u>
Month

Primary Meeting (1st Wednesday)   (Items dealing with day to day matters)

AGENDA   -   Sharing
          -    Accounting & Human Resources items
          -    IS Department items
          -    Registrar's Office items
          -    Review the "Annual PIB Report for Licensed Programs" (April deadline)
          -    Student Services items
          -    Marketing Items
          -    Marketing – Review Marketing Mix and update AC members
          -    Is there anything else on a committee member's mind

Secondary Meeting (3rd Wednesday)   (Day to day items that can not wait till the next
                                                           primary meeting – planning items, professional
                                                           development items, items requiring more in-depth
                                                           discussion.)

AGENDA   -   As required
          -    Professional Development

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<u>May</u>
<u>Month</u>

Primary Meeting (1st Wednesday)   (Items dealing with day to day matters)

AGENDA   -   Sharing
          -    Accounting & Human Resources items
          -    IS Department items
          -    Registrar's Office items
          -    Review the Annual Results of the Customer Satisfaction Survey, Review and Decision Making Process
          -    Student Services items
          -    Review CSS Annual Results Review & Decision Making Process, Step 5
          -    Marketing Items
          -    Marketing – Review Marketing Mix and update AC members
          -    Is there anything else on a committee member's mind

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Secondary Meeting (3rd Wednesday)   (Day to day items that can not wait till the next primary meeting – planning items, professional development items, items requiring more in-depth discussion.)

AGENDA   -   As required
          -    Professional Development

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<u>June</u>
<u>Month</u>

Primary Meeting (1st Wednesday) (Items dealing with day to day matters)

AGENDA - Sharing
- Accounting & Human Resources items
- IS Department items
- Registrar's Office items
- Student Services items
- Review Stampede week dates and dress policy
- Review CSS Annual Results Review & Decision Making Process
- Marketing Items
- Marketing - Discuss changes to Business Plan and Marketing Plans for next year
- Marketing – Review Marketing Mix and update AC members
- Recognition of Others
- Is there anything else on a committee member's mind

Secondary Meeting (3rd Wednesday) (Day to day items that can not wait till the next primary meeting – planning items, professional development items, items requiring more in-depth discussion.)

AGENDA - As required
- Professional Development

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Primary Meeting (1st Wednesday)   (Items dealing with day to day matters)

AGENDA   -   Sharing
          -    Accounting & Human Resources items
          -    IS Department items
          -    Registrar's Office items
          -    Student Services items
          -    Review CSS Annual Results Review & Decision Making Process
          -    Marketing Items
          -    Marketing – Review Marketing Mix and update AC members
          -    Review AC meetings, changes, improvements
          -    Is there anything else on a committee member's mind

Secondary Meeting (3rd Wednesday)   (Day to day items that can not wait till the next primary meeting – planning items, professional development items, items requiring more in-depth discussion.)

AGENDA   -   As required
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Primary Meeting (1st Wednesday)   (Items dealing with day to day matters)

AGENDA   -   Sharing
           -     Accounting & Human Resources items
           -     IS Department items
           -     Registrar's Office items
           -     Student Services items
           -     Marketing Items
           -     Review CSS Annual Results Review & Decision Making Process
           -     Marketing – Review Marketing Mix and update AC members
           -     Is there anything else on a committee member's mind

Secondary Meeting (3rd Wednesday)   (Day to day items that can not wait till the next primary meeting – planning items, professional development items, items requiring more in-depth discussion.)

AGENDA   -   As required
           -     Professional Development

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