

# COLUMBIA COLLEGE

## MONTHLY AGENDA ITEMS

### Introduction

The following items should be included, where applicable, to at least one monthly team meeting as well as the monthly meeting between the Department Head and the President (or his designate).

### 1. All Departments

- 1.1. How are you doing?
- 1.2. Review Yearly Planner
- 1.3. Review Monthly Planner
- 1.4. Review Business Timelines
- 1.5. Review Corporate Short to Mid-term Goals
- 1.6. Review Performance Management Process
- 1.7. Review New Employee Onboarding Training Plan for each new employee during their first year.
- 1.8. Share any Innovative or Creative ideas you or your team has identified.
- 1.9. Discuss Improvements in Effectiveness and Efficiencies
- 1.10. Share current or upcoming PD activities you and/ or your team is/will be engaged in

### 2. Educational Programs Only

- 2.1. Review Weekly Marketing Summary
- 2.2. Discuss Student/Staff/Faculty Issues
- 2.3. Review Annual Number of Inquiries from Different Marketing Categories
- 2.4. Review Student Focus Group
- 2.5. Review Faculty Observation Report
- 2.6. Review Program – Satisfaction Survey
- 2.7. Review Faculty – Satisfaction Survey
- 2.8. Review Marketing Mix
- 2.9. Review Marketing Plan
- 2.10. Review Faculty, Text Books, Course Outlines, and Related Material for the Next Intake
- 2.11. Review Annual Report for Licensed Program
- 2.12. Update on Board of Advisor Activities

### 3. Review Date of Next Meeting