

## **AGENDA FOR STUDENT AID AWARENESS PLANNING**

February 6, 2001

### **DESIRED OUTCOMES-**

- Agreement on draft charter, including—all sections currently in draft form plus vision of success, operating agreements, and stakeholder analysis
- Common understanding of mission statement/functional statements for Student Aid Awareness and for the 3 functional areas—Program Outreach, Program Information and Publications, and Student Population Research
- Agreement on Quick Hits
- Understanding of process road map, including—phases, milestone deliverables/outcomes, key activities and stakeholders within each phase
- Agreement on what we will call this group
- Agreement on next steps

<u><b>WHAT</b></u>	<u><b>HOW</b></u>	<u><b>WHO</b></u>	<u><b>WHEN</b></u>
<b>START-UP-</b>	<ul style="list-style-type: none"> <li>• Review of “Next Steps” from last meeting</li> <li>• Desired Outcomes</li> <li>• Agenda</li> <li>• Reactions to meeting with Greg &amp; Candy</li> </ul>		12:30-12:50
<b>CHARTER</b>	<ul style="list-style-type: none"> <li>• Any recommended changes/additions to already completed portions of the draft</li> <li>• Definition of consensus—present possible definition, check any changes, agree</li> <li>• Concepts of vision, mission, &amp; values</li> <li>• Vision—               <ul style="list-style-type: none"> <li>• Brainstorm</li> <li>• Agree</li> </ul> </li> <li>• Operating Agreements—               <ul style="list-style-type: none"> <li>• Brainstorm</li> <li>• Agree</li> </ul> </li> <li>• Stakeholder analysis—               <ul style="list-style-type: none"> <li>• Brainstorm</li> <li>• Agree</li> </ul> </li> </ul>		12:50-1:35
<b>MISSION OF SAA- FUNCTIONAL</b>	<ul style="list-style-type: none"> <li>• Check for questions/understanding</li> </ul>		1:35-2:00

<b>STATEMENTS</b>			
<b>BREAK</b>	<b>BREAK</b>		2:00-2:10
<b>QUICK HITS</b>	<ul style="list-style-type: none"> <li>• Brainstorm</li> <li>• Criteria for selection</li> <li>• Narrow/Agree</li> </ul>		2:10-3:00
<b>PROCESS ROAD MAP</b>	<ul style="list-style-type: none"> <li>• Concept</li> <li>• Review draft</li> </ul>		3:00-3:15
<b>CLOSE-</b>	<ul style="list-style-type: none"> <li>• What should we call this group?</li> <li>• Next Steps– <ul style="list-style-type: none"> <li>• Press release—who will work on it; how will group give input</li> <li>• Come to next meeting with list of questions/hypotheses for Joe to research</li> <li>• Joe bring in any documentation/ research that would be of use to the group</li> <li>• Linda get to the group copies of the brainstorm list with information about potential partners from SAAIPT<sup>1</sup></li> </ul> </li> <li>• +/-Δ</li> </ul>		3:15-3:30