

STUDENT AID AWARENESS WORK TEAM AGENDA

March 13, 2001–1:30-3:30

DESIRED OUTCOMES-

- Understanding of input received from customer data gathering and implications for long-term direction and short-term objectives
- Agreement on long-term 2004 objectives for SAA–key project/activity initiatives and the specific objectives/deliverables for each
- Agreement on short-term 2001 objectives for SAA, including–key project/activity initiatives, specific deliverables for each, and suggestions for who should lead each
- Agreement on next steps for developing 2001 functional objectives
- Agreement on next steps

<u>WHAT</u>	<u>HOW</u>	<u>WHO</u>	<u>WHEN</u>
START-UP-	<ul style="list-style-type: none"> • Next steps and +/- from last time • Review where we are on process road map • Desired Outcomes • Agenda 	Nancy	1:30-1:35
CUSTOMER INPUT	<ul style="list-style-type: none"> • Review summary • Check for understanding • List implications for additions/changes to initial long-term direction brainstorm list • List any implications for short-term objectives 	Bill, Hazel, Linda	1:35-1:45
LONG-TERM, 2004 DIRECTION	<ul style="list-style-type: none"> • Each of the 4 “Direction area leads”– <ul style="list-style-type: none"> • Report out their definition of the long-term objective for their area– <ul style="list-style-type: none"> • Campaign management information system • Targeting aid information to populations that need it most • Established term partnerships to promote access to post-secondary education • Energized workforce and leadership • Check for understanding • Check for any suggested additions/changes • Check against charter vision of success • Agree • Report out “outputs” summary for long-term objectives– <ul style="list-style-type: none"> • Check for understanding • Any additions/changes 	Kristine Bill Hazel Linda Nancy Mary K	1:45-2:30

	<ul style="list-style-type: none"> • Agree • Agree on how we want it written up & who will do it 	Nancy	
SHORT-TERM, 2001 OBJECTIVES	<ul style="list-style-type: none"> • Each of the 4 “Direction area leads” report out– <ul style="list-style-type: none"> • The high level flow of activity from now until 2004 • Key projects/activities in 2001 • Specific deliverables/objectives for each of the key 2001 projects/ activities • Check for understanding • Check for any suggested additions/changes • Agree • Identify any key activities (not routine operational activities) that might fall outside of the 4 long-term areas • Determine if anything else needs to be added to the short-term, 2001, objectives • Suggest leader for each project • Agree on how this will be written up and who will do so 	Nancy	2:30-3:15
FUNCTIONAL SHORT-TERM, 2001 OBJECTIVES	<ul style="list-style-type: none"> • Assign each functional area to an individual & have that individual do a first draft set of functional objectives to be e-mailed to all for review before our next meeting, including– <ul style="list-style-type: none"> • Key project/activity initiatives • Specific deliverables/objectives for each project/activity 	Nancy	3:20-3:25
CLOSE-	<ul style="list-style-type: none"> • Next Steps, including– <ul style="list-style-type: none"> • Be prepared at our next meeting to make suggestions for how to present the long-term direction, short-term objectives, and functional objectives to Jennifer • +/- 	Nancy	3:25-3:30

EACH PERSON HAVE ON HAND AT THE MEETING-

- Charter
- Process road map
- Minutes SAA Work Team 3-8-01
- Any data that has been handed out that you may want to refer to in developing the long-term, short-term, and functional priorities