

**College of Education and Health Professions
Futures Planning Design Team Meeting
September 16-17, 2010**

1. Welcome Tom Smith

Why this initiative is important in the life of the college.
How it is a priority for the life of the college.
Why they are invited to be on this team.

2. Introductions

Introduce facilitators. Introduce team members.

3. Scope of Futures Planning

What is in; what isn't; expectations.

4. Team Formation

Forming, storming, norming, and performing.

5. Appreciative Inquiry Essentials

What is AI? Who uses it? What makes it so effective? AI Commons, Review key terms.

6. Summit Advantages

What is a Summit? Summit video clips, clarification of elements.

7. Design Elements

What do we hope to accomplish? How will we define success? What degree of culture change is desired? How to clarify the theme of the Summit? What communication is needed? What are the milestones? How to proceed?

8. Team Formation: research/historical, logistics, communications, pre-summit interviews, evaluation, documentation.

Who is on each team, what are the major things that each team needs to accomplish, tasks, timelines, etc.

9. Schedule: October, November, December meetings.

10. Meeting Assessment, Wrap up and Adjourn