

SAC SCORES: Assessment Day FALL 2018

Strategic Planning Year-End Activities

Arrange Pre SAC Scores Work Session

Schedule and Hold Session Prior to September 21, 2018

The following checklist aims to assist/remind the work session facilitator of items to consider when planning the Pre SAC Scores Work Session. Delete/add items relevant to unit specific needs.

- Identify and reserve location for the Pre SAC Scores Work Session
 - Tables and seating to accommodate all expected attendees
 - Tables and seating arranged for an interactive work session

- Have room conditions, to include lighting and temperature, checked

- Audio Visual/Technology Requirements (Prepare a request as appropriate)
 - Computer
 - Data projector
 - Screen
 - Tech support

- Communicate/provide agenda for Pre SAC Scores Work Session to faculty and staff (Allow time for relevant presentations)
 - Date
 - Time
 - Location
 - Information/items attendees should prepare/bring to the work session
 - Provide data, if applicable, for review prior to the Pre SAC Scores Work Session
 - Projected results

- Prepare a Pre SAC Scores Work Session Sign-In Sheet

- Identify individual to document work session decisions/actions