Sample Engaged Department Agenda

(From the May 2002 Engaged Department Institute, San Francisco, CA)

Tuesday, May 28, 2002

1:00 pm - 5:00 pm  Service-Learning 101 Workshop (OPTIONAL SESSION)
Based on experience from previous Institutes, we strongly recommend that any team members who do not have a fairly high level of conceptual knowledge about service learning, or who may benefit from a refresher, attend the Service-Learning 101 Workshop. Feedback from past Institutes has revealed that community partners who attended the workshop found it extremely valuable in helping them translate academic language in a way that improves their understanding of campus culture and the educational goals of their campus partners.

5:30 pm – 7:00 pm  Welcome Reception
During this reception, participants will have the opportunity to meet Institute facilitators and other team members and prepare for the next day’s work.

Wednesday, May 29, 2002

9:00 am  Introductions
9:30 am  Institute Goals and Team Goal Setting
10:30 am  Civic Engagement through Departmental Work
12:00 pm  Lunch and Community Orienteering/Asset Mapping
2:00 – 5:00 pm  Effective Departmental Collaboration: Design and Assessment
6:30 pm  Dinner and Structured Group Discussions: Department Chairs, Community Partners, Faculty Disciplinary Groups

Thursday, May 30, 2002

8:30 am  Plenary Reports on Affinity Group Discussions
10:00 am  Structured Team Work
11:30 am  Addressing Challenges and Issues: Facilitator Feedback
12:00 pm  Box Lunch
12:30 – 8:30 pm  Team Planning: Designing the Department’s Engaged Efforts

Friday, May 31, 2002
8:00 am  Set-up for Team Poster Presentations
8:30 am  Team Poster Presentations of Action Plans
10:00 am  Feedback and General Discussion
11:30 am  Written and Oral Evaluations of Institute
12:30 pm  Box Lunches and Conclusion