

**Columbia College
Alliance for Women
Planning Steering Committee
Meeting on May xx, 2006
Preliminary Agenda**

<u>Agenda item</u>	<u>Responsible</u>	<u>Time</u>	<u>Preparations</u>
1. Welcome and introductions	Caroline Whitson	15 min	Roster of members (document)
2. Purpose and charge of the committee	Caroline Whitson	20 min	Charge to the committee (document)
3. Overview of the planning process	Ron Wendeln	15 min	PowerPoint overview
4. Presentation on current mission and programming	Linda Salane	30 min	PowerPoint and attachments
5. Observations about current mission and programming	Committee discussion	30 min	
6. Review of planning calendar	Ron Wendeln	20 min	Preliminary Schedule of Planning Activities (document/PowerPoint)
7. Discussion of literature research on best practices and models	Ron Wendeln	30 min	PowerPoint intended outcomes of research
8. Discussion of internal and external stakeholders for first set of interviews	Ron Wendeln	30 min	PowerPoint intended outcomes of interviews
9. Discussion of other planning considerations	Caroline Whitson, Ron Wendeln	30 min	[Opportunity for discussion of how Alliance coordinates with other institutional initiatives and of matters raised by participants]
10. Next meeting and other matters	Caroline Whitson	15 min	
11. Closing observations and adjournment	Caroline Whitson	15 min	[E.g., thank-you's and reinforcement of priority of Alliance]