**Breakout Session 1: Strategic Review Check-In**

**Committee:**

**Directions:**

* Identify a Committee member to help guide the discussion, a timekeeper, and someone to take notes. The notetaker can type directly into this document, save, and submit to Cyrana Mott at the conclusion of the annual meeting.
* You will have approximately 45 minutes to discuss the following strategic review items and identify specific modifications if any. If there are no recommended modifications, identify why the sections below are satisfactory.

**A. Committee Charge – Purpose/Goals**

1. Is the Charge, the purpose, and goal of the Committee still relevant? If not, what language should be added or deleted?

**B. Comprehensive Education Plan**

1. **Target Audience**
2. Is your audience sufficiently identified?
3. Is there a target audience not previously identified that should be included?
4. Is there an audience whose curriculum needs you are having difficulty serving? Discuss ways to improve the design.
5. **Curriculum Overview**
6. Is the curriculum differentiated? In other words, are courses meeting the needs of all levels of the target audience based on years of service, experience, assignment, duties, responsibilities?
7. Does course delivery vary? (in-person, online, blended)?
8. How do you assess the relevancy of your curriculum over time?
9. **Faculty**
10. Does your faculty have the subject matter expertise needed?
11. Do you have enough faculty? Is there diversity?
12. Are your faculty skilled in various pedagogical practices?
13. Do you receive participant evaluation feedback on the faculty? Do you share the feedback with faculty? How do you use the faculty feedback?
14. **Minimum Credit Hours**
15. Are learners inspired to attain minimum hours? Why? Why not? What the barriers or challenges?
16. How are minimum credit hours distributed among educational events/programs?
17. **Non-Judicial College Providers**
18. How much of your curriculum are you outsourcing? How does this benefit the learner?

**C. Standards and Guidelines**

1. **Projects/Priorities**
2. Are the projects/priorities still relevant? If not, what modifications need to be made?
3. Committee Structure
4. Membership: Professional representation of members?
5. Workgroups: How do Workgroups aid the Committees in their work? Are they aiding efficiencies?