

K-State Kickoff/Discovery Onsite Agenda

Date: Tuesday, May 3, 2016

Time	Session	Goals	Attendees	Location
8:30-9:00am 30min	Program Leadership Welcome	Program leadership review of the agenda, discussion of primary objectives, and review of expectations	<ul style="list-style-type: none"> Program Leadership Team 	Leadership Studies Building (LSB) 126
9:00-9:15am	Break			
9:15-10:30am 75min	Overview of SSC Campus and Platform Demonstration	Introduce SSC Campus to key staff stakeholders, share research on student success and perform brief demonstration	<ul style="list-style-type: none"> Program Leadership Team Professional and faculty Advisors, Tutors Other interested campus community members 	LSB 126
10:30-10:45am	Break			
10:45-11:45 60min	Technology and Workflow Audit - Advising	Discuss key advising processes, how various technologies are leveraged, and what functionality may be underutilized	<ul style="list-style-type: none"> Leadership Team Representative(s) Advising Leads 	LSB 126
11:45-1:00 65min	Break for Lunch			
1:00-2:00 60min	Technology and Workflow Audit - Tutoring	Discuss key tutoring processes, how various technologies are leveraged, and what functionality may be underutilized	<ul style="list-style-type: none"> Leadership Team Representative(s) Tutoring Leads 	LSB 247
2:00-3:00pm 60min	Technology and Workflow Audit – Student Services	Discuss key advising/tutoring processes, how various technologies are leveraged, and what functionality may be underutilized	<ul style="list-style-type: none"> Leadership Team Representative(s) Athletics Representative Other student services representatives 	LSB 247
3:00-3:15pm	Break			
3:00-3:45pm 45min	Functionality, Permissions, & Configurable Data	Review options for phasing in functionality; Introduce Permissions and Site Configurations documents and discuss process for completion	<ul style="list-style-type: none"> Program Leadership Team System/Location Administrators 	LSB 247
3:45-4:15pm 30min	Debrief and Discussion of Next Steps	Introduce roles and timelines for: <ul style="list-style-type: none"> Engagement Team Training Program Application Administrator Wrap-up onsite, discuss outstanding issues, and review next steps in playbook	<ul style="list-style-type: none"> Program Leadership Team 	LSB 247