

PCC Requested Actions for 2015-2016

In addition to the general activities associated with fulfilling the committee's purpose (as described above), it is requested that the PCC identify 5 or more actionable projects that would significantly increase the scale and stature of the iSchool's academic programs, and work with the appropriate parties to complete those projects during the 2015-2016 academic year. These projects might include, but should not be limited to, specific improvements to how we market programs and recruit students; strategic planning for Shady Grove and/or online programs; or efforts to increase the visibility of all iSchool programs on campus, in the region, or in some other area or population.

The projects should be identified by mid-Fall and communicated to the College to allow them to be completed during the 2015-2016 academic year.

Other Responsibilities and Requirements

The chair is responsible for conducting regular meetings and ensuring they are included in the iSchool Calendar so that interested parties may attend (send Daisy Mason the meeting dates, times, and locations to get them added to the iSchool Calendar).

The chair is also responsible for communicating with the College about the committee's activities. Activities to accomplish this can include, but need not be limited to:

- Distribution of meeting minutes through the College intranet (required)
- Providing timely updates to the Dean for inclusion in the weekly College update
- Distribution of a monthly update (if this is appropriate, please coordinate with Daisy Mason to schedule distribution of the regular committee update)
- Conducting open meetings or briefings on specific topics for interested faculty, staff, and students

If you are unsure what communication channels are most appropriate for your committee, please contact the Dean's office/communication coordinator and we will work with you to develop a communication plan.