

**EASTERN MICHIGAN UNIVERSITY**  
**Commission on the Future of Instructional Delivery**  
**Innovations Subcommittee**  
**Proposed Meeting Agenda**  
**7 January 2005 / 3:00 – 5:00 p.m. / 103 Welch Hall**

**Members:**   □ J. DeCamp;   □ D. deLaski-Smith;   □ R. Lucas;   □ C. McAnuff;   □ D. Silverman

<b>Time</b>	<b>Item</b>	<b>Presenter</b>	<b>Desired Outcome</b>	<b>Resources</b>
3:00 – 3:20	1. Assembly/Organization 1.1. Appointed Chair will identify themselves to Subcommittee 1.2. Members will describe their interest in this subcommittee's focus 1.3. Selection of Recording Secretary 1.4. Approval of Proposed Agenda	1.1 Appointed Chair 1.2 Subcommittee Members 1.3 Recording Secretary	<ul style="list-style-type: none"> <li>• Organization completed according to Suggested Subcommittee Process handout</li> <li>• Agenda Approval</li> </ul>	<ul style="list-style-type: none"> <li>• Suggested Subcommittee Process handout</li> <li>• Template Subcommittee Agenda</li> <li>• Template Subcommittee Minutes</li> </ul>
3:20 - 3:30	2. Review of Charge of Commission 2.1. Ground Rules to be used for Subcommittee	2.1 Subcommittee Members	<ul style="list-style-type: none"> <li>• Consensus on ground rules</li> </ul>	<ul style="list-style-type: none"> <li>• Article "How to manage your own skunk works"</li> <li>• Article "Basic Organizing Rules of Lockheeds SkunkWorks"</li> </ul>
3:30 - 4:15	3. Innovation on the EMU campus 3.1. Capabilities 3.2. Obstacles	3. Subcommittee Members	<ul style="list-style-type: none"> <li>• Discussion</li> <li>• Consensus on innovations to carry forward</li> </ul>	<ul style="list-style-type: none"> <li>• Article " Breaking out of the training catch-22"</li> <li>• Article "Skunk Works Secrets"</li> </ul>
4:15 - 5:00	4. Strategies needed for innovations 4.1. Environmental scans 4.2. Trends 4.3. Benchmarks 4.4. Best practices 4.5. Timeline in which to accomplish 4.6. Manner of presentation to full Committee	4. Subcommittee Members	<ul style="list-style-type: none"> <li>• Discussion</li> <li>• Delineation of strategies responsibilities of individual members</li> <li>• Consensus on timeline and manner of presentation</li> </ul>	<ul style="list-style-type: none"> <li>• Article "Entering the Mainstream: The Quality and Extent of Online Education in the United States, 2003 and 2004" (Overview)</li> <li>• Article "Thirty-two Trends Affecting Distance Education: An Informed Foundation for Strategic Planning"</li> <li>• Article "Andrological and Pedagogical Training Differences for Online Instructors"</li> </ul>
5:00	5. Establish next meeting date / Adjourn	5. Subcommittee Chair	<ul style="list-style-type: none"> <li>• Consensus</li> </ul>	