INSERT 2-YEAR PARTNER LOGO

INSERT YOUR LOGO

Sample Agenda: 2-Year Partner Executive Meeting

**Suggested Attendees:** President, Provost/Academic Leadership, VPEM, Admissions Leadership

**Suggested Cadence:** Bi-annually/annually with top community college partners

**Purpose of Meeting:** to review partnership performance, discuss solutions, explore new opportunities, and discuss feedback

**Welcome and Introductions** (10 min)

**Serving our Community Together** (20 min)

* Highlight history between two institutions and partnership performance
* Discuss any shared goals/objectives: review 2-year strategic plan, goals in preparation, review any notable local/state initiatives where there is alignment
* Highlight current articulation agreements
* Provide success/transfer data about community colleges students (e.g. # of students, % of incoming class in past 4 years, top transfer programs, graduation rates, scholarship $ awarded)

**Building a Transfer-Friendly Environment for your Students** (30 min)

* Highlight solutions/investments being made for building a more inclusive, transfer-friendly institution (e.g. Transfer Portal technology)
* Conduct a Transfer Portal demo with pre-defined course sequence using 2-year partner scenarios (possibly pre-record and showing video to prevent from on-the-spot issues, e.g. wifi connectivity)
* Highlight any staffing changes and other resources/support available
* Discuss any upcoming events for transfer students and when your staff will be on campus

**Exploration of New Opportunities and Feedback** (30 min)

* Acknowledge any known issues or challenges, outlining concrete steps you are taking to resolve or troubleshoot
* Ask the question: “Where are we falling short and what ideas do you have for an improved partnership that jointly serves our students/community more effectively?”
* Discuss the following:
	+ Co-marketing, branding, sponsorships opportunities and execution
	+ Joint professional development events for staff and faculty
	+ New program being development and opportunity for articulation agreements/curricular alignment