



Suggested Team Meeting Agenda

As part of the 360° Campus Scan, you will be asked to convene a *Change Team Meeting*. The goal of this meeting is to bring together your Change Team – key students, faculty, administrators, staff, and community members who grow and strengthen the campus-wide ecosystem for social innovation. The discussion should be framed around what the strengths and weaknesses are of your institutional social innovation initiative, what key challenges and opportunities are, and how the strengths of the team members themselves complement each other.

Ultimately, whether you break up this meeting into two or more sessions is at the discretion of you and your team. We estimate that running through the agenda could take 2-3 hours. It may be useful to print out the worksheet ahead of time (a pdf can be found [here](#)) so you can consult with both forms at the same time during the meeting. It may also help to designate a note-taker who can provide a summary document from the meeting.

Before the meeting:

- All Change Team Members (staff, faculty, students, and Change Leader) should fill out the [Change Team Form](#)
- Change Leader should fill out the [Additional Change Leader Form](#)
- Change Leader and Change Team interviews should be completed with Ashoka U
- Ashoka U will send your completed 360 Campus Scan Report with compiled responses to the Change Team Form

After the meeting:

- Change Leader fills out the completed [Change Team Meeting Worksheet](#) online based on the discussion

1. General Reactions / Institutional DNA:

- What were your reactions to filling out the Change Team form?
- What stood out as you thought about the whole campus ecosystem of social innovation?
- What are our unique strengths as an institution? How can we play a leadership role in social innovation and changemaking education?
- What makes social innovation such a good fit for our school? What unique aspects of our campus culture and research expertise can we leverage to advance social innovation campus-wide?

2. Signature Programs:

- If you were describing social innovation at our institution, what aspects or programs would you mention first?
- What projects, programs, initiatives, or partnerships relating to social innovation do you think are the strongest, or have had the biggest impact on your experience at this institution?
- Do you think of our institution as a leader in social innovation? What social and environmental issues is it taking a leadership role on?

3. **“Institutional Ecosystem” Results and Discussion:**

Hand out the 360 Scan analysis of the “Institutional Ecosystem” section of the Change Team form, and look at the overall Change Team responses.

- What are initial thoughts and reactions to seeing the compiled responses?
- Do the results surprise you? What seems accurate or inaccurate?
- In what categories did you disagree with the overall summary?
- Which ones are our biggest strengths / weaknesses?

Go over the six categories of the institutional ecosystem – Community and Culture, Leadership, Teaching and Curriculum, Applied Learning, Research, and Resources and Strategy – comparing results from the report to people’s personal responses. (For example, “The report shows that most people on the team put ‘Somewhat True’ in response to the comment ‘A high proportion of the institutional community is aware of and participates in current social innovation opportunities.’ Who agrees or disagrees?”)

- What does the report show the Change Team responded as a whole?
- Who individually agrees or disagrees with this summary?
- Which specific initiatives on our campus exist in this category?

Ask each person to order each of the six categories according to how strong they are – where #1 is the strongest of the six areas, and #6 is the weakest. Discuss to come up with an overall group ranking.

- What did you list as our #1 strength? Why do you see that as a strength?
- What did you list as #6? What is weak about it? How could it be improved?
- In your strongest categories, what are structures, policies or programs that provide the foundation for our strength?
- In the areas in need of improvement, are there particular obstacles we see?

4. **Action Plan - Prioritizing Areas for Increased Investment:**

- Based on what we just discussed, what are some next steps to help strengthen social innovation at our institution? What are the biggest things that are missing?
- If resources weren’t an option, what would be your next step to improve social innovation on campus?
- **Strengths:**
 - What are our biggest strengths and resources? How can we pull on them to keep moving forward as a leader?

- Which of the 6 categories most represents a strength that we can keep drawing on?
- What are our biggest opportunities right now?
- Are there ways that these areas of strength can be institutionalized in a deeper way?
- **Areas of Improvement:**
 - What are our biggest weaknesses and challenges?
 - Where should we focus our efforts to have the biggest impact?
 - Which of the 6 categories is most in need of improvement, and how can we help it progress?
 - What can we do over the coming year to improve in the categories that were ranked the lowest?
- **Long Term Goals / Investments:**
 - What goals do you have for social innovation at our institution over the next 5-10 years? What would you like to see occur?
 - What steps can we take to help move our campus in the right direction? Are they feasible?
- **Short Term Goals / Investments:**
 - What goals do you have for social innovation at our institution over the next 1-3 years?
 - What are immediate, short-term steps that you think would have significant impact?
 - Given the resources, time, and energy available to us, what plans should we make for next steps?

5. “Team Changemaker Quotient” Results and Discussion:

Hand out the 360 Scan analysis of the “Team Changemaker Quotient” section of the Change Team form, and look at how the team is distributed.

- As a team, what are our biggest strengths and weaknesses out of Applied Empathy, Teamwork, Leadership, and Entrepreneurial Spirit?
- Does that seem correct to you? Why or why not?
- How might strengths across the team complement each other?
- Who else might be invited to join the change team to ensure the team is set up for success?

6. “Role on the Change Team” Discussion:

- What did you write when describing your role on the Change Team?
- How do you think you can contribute to advancing social innovation at our institution?
- What can you uniquely contribute?