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| **Name & Position** |  |
| **Course & Program** |  |
| **Due date**  **High/med/low priority** |  |

**General**

* Ask an ID (15 minute Q&A)
* Brainstorming (1-2 hour planning/discussion)
* What is alignment? (mini-training)
* What is assessment? (mini-training)

**Whole Course**

* New course development (1-2 hour planning/discussion)
* Existing course evaluation (We review, provide report & recommendations, follow up with short discussion)
* Existing course revision (1-2 hour planning/discussion)
* Course sequence review (review courses immediately before/after to ensure appropriate flow of content)

**Problem Solving**

* Specific topic/concept/skill (students struggling, need support/more effective learning resources)
* Individual assignment/project (not working, not appropriate, students submitting poor work)
* Technology resources (most appropriate tool, best use)
* Real world application (integrate authentic scenarios, resources, organizations, etc.)

**Beyond the Classroom**

* Community involvement (guest speaker, field trip, student projects for local organization)
* Professional portfolio (student created, what should it contain, how created)
* Job connection (how course content can better prepare students for a job)

**Other**

* ID facilitated discussion (group of 3-5 faculty for brainstorming/sharing ideas, planning)
* Program review (course sequence, avoiding overlaps/gaps, curriculum mapping)
* Editing services (language, grammar, formatting)
* Other (Please describe)