

Integrated Planning Improvement (2018-2019)

Meeting Notes

NAME OF COUNCIL/TEAM: Integrated Planning Improvement (2018-2019)			
OBJECTIVE OF MEETING: Review project charter and meeting plan; receive technology update; discuss desired format of integrated planning guide			
DATE: 09/14/2018 TIME: 1:00pm		LOCATION/ROOM #: Administrative Conference Room CALL-IN NUMBER: CALL-IN CODE:	
FACILITATOR(S): Kuldeep Kaur/Alisa Shubb			
TIMEKEEPER:			
ASSISTANT: Beth Hartline Madigan			
MEMBERS PRESENT: Adam Karp, Kuldeep Kaur, Inna Linnyk, Rina Roy, Yujiro Shimizu, Alisa Shubb, Jeffrey Stephenson, Derrick Booth, Cheri Jones, Beth Madigan, Christopher Olson, Olga Prizhbilov, Isolina San Juan,			
SUPPORTING RESOURCES (ITEMS READ IN PREPARATION FOR AND/OR BROUGHT TO MEETING):			
UPDATES AND BRIEF REPORTS:			
Topic	Person(s) Responsible	Notes	
Welcome and Introductions	Kuldeep Kaur	Team member introductions were conducted.	
ACTION ITEMS:			
Question	Person(s) Responsible	Notes and Decision(s)	Next Steps
Can we add job titles and resource allocation categories from the chart of accounts to the Program Review Portal?	Inna Linnyk	0	Chart of accounts to be provided to Inna to explore the possibility of adding requests at an appropriate expenditure account code level
DISCUSSION ITEMS:			
Question	Person(s) Responsible	Notes and Next Steps	
How has development of the integrated planning system progressed over the summer?	Inna Linnyk	Inna Linnyk demonstrated the Program Review Portal recommending Google Chrome as browser. Suggestions included adding job titles to classified hire requests. Discussion around resource requests and prioritization of program objectives versus resources needed. Suggested that a chart of accounts be sent to Inna to see examples of what is in each category.	
Based on the project charter, what are the expectations for 2018-19 (project scope, objectives, and deliverables)? What is the tentative meeting plan for completing work this fall?	Kuldeep Kaur and Alisa Shubb	The 2018-19 Charter for the Integrated Planning Improvement Project Team includes developing a multi-year Integrated Planning Calendar and an Integrating Planning Guide. The charter for this team is to develop the Guide, but not implement. The purpose of the Integrated Planning Guide is two fold: 1) for internal purposes to illustrate how the institutional plans connect and 2) for Accreditation purposes to document evidence of self-evaluation and how what we're doing relates to standards, mission, vision etc. Added February 11, 2019 to the Institutional Effective Council calendar as date for Flow of Deliverables. Team meetings are scheduled for October 12, November 9 and December 7 from 1:00 - 3:00 p.m.	
		Discussion about the design of the Integrated Planning Guide included what major components should be included, their sequence, what should be consistent in each type of institutional plan, and style preferences. Components should include all the plans such as the Facilities Master Plan, Distance Education Plan,	

From a design standpoint, how should the integrated planning guide be developed? (1) Based on the project charter and accreditation standards, what are the major components that the guide should contain to make it useful to ARC (headings/subheadings)? (2) In which sequence should the components be presented? (3) Which categories of information, such as council oversight, should be consistently included for each type of institutional plan (placeholders)? (4) Are there any style preferences (font, color scheme, diagrams, etc.)? ***Please review the attached supporting resources prior to the meeting.***	Kuldeep Kaur and Alisa Shubb Employee Development and Retention Plan (the name may be changed to Employee Professional Development & Retention Plan), Educational Master Plan, Institutional Equity Plan, Enrollment Management Plan, Sustainability Plan, Technology Master Plan, and the Strategic Plan. Other component suggested were timelines, glossary, master calendar, diagram showing plans integration, governance oversight and connection to one of three Councils, plan expectations, program review, Los Rios strategic goals, and assessment. Each plan should include charter the team responsible for development of the plan, process, timeline, and governance process. Sequencing discussion: mission/vision/values, equity is primary and the Institutional Equity Plan informs the Educational Master Plan, resource planning and a narrative section on how resources are decided and prioritized. Style preference was collaboratively decided as using a diagram or schematic rather than all narrative.
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ITEMS FOR FUTURE CONSIDERATION:	
Topic	Contact Person
Sequencing: which categories of information such as Council oversight should be consistently included in each type of institutional Plan?	Cheri Jones
Review of a "Draft Format" of the Integrated Planning Guide will be posted by Alisa Shubb in Basecamp on September 28 for all to review in advance of the next meeting	Cheri Jones