

Integrated Planning Improvement (2018-2019)

Meeting Notes

NAME OF COUNCIL/TEAM: Integrated Planning Improvement (2018-2019)			
OBJECTIVE OF MEETING: Review the first draft of the Integrated Planning Guide.			
DATE: 11/09/2018 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: Inna Linnyk, Rina Roy, Yujiro Shimizu, Alisa Shubb, Jan DeLapp, Cheri Jones, Beth Madigan, Christopher Olson			
SUPPORTING RESOURCES (ITEMS READ IN PREPARATION FOR AND/OR BROUGHT TO MEETING):			
Draft Guide - v1			
UPDATES AND BRIEF REPORTS:			
Topic	Person(s) Responsible	Notes	
First Draft Review - Follow up on Sample Description/purpose/topics: What feedback was received from existing project leads/co-leads?	Alisa Shubb/Cheri Jones	No feedback was received from the project leadership.	
First Draft Review - Follow up on process/methods of evaluation: is there any feedback from the President's Executive Staff, Institutional Effectiveness Council, or the Executive Leadership Team that should be incorporated?	Alisa Shubb/Cheri Jones	The Draft Guide v1 needs to be introduced and reviewed by the Institutional Effectiveness Council, the President's Executive Staff, and the Executive Leadership Team. Consensus to have Vice President, Administration Kuldeep Kaur request a PES Agenda Item to ask for input on the evaluation method which is documented under Systematic Evaluation on pages 24 & 25 of Draft Guide v1 as well as the Appendix B: Sample Progress Update Form.	
ACTION ITEMS:			
Question	Person(s) Responsible	Notes and Decision(s)	Next Steps
Do the notes from the last meeting reflect our conversation accurately?	All	0	Delete Jan DeLapp from attendees list; otherwise consensus that Notes accurately reflect the last meeting.
DISCUSSION ITEMS:			
Question	Person(s) Responsible	Notes and Next Steps	
Draft Guide - v1 (Content): Are there any corrections needed for accuracy?	Alisa Shubb/Cheri Jones	By consensus, a request was made to Consultant Cheri Jones to add sample descriptions to the 9 master plans in Draft Guide v1 and to leave them highlighted for review at next meeting on December 7th.	
		Changes to "Governance Responsibility by Plan" tables on page 8 of Draft Guide v1 included putting the heading "Oversight" first, "Planning Document" second and "Governance Review Path" last, and creating three tables organized by the Council that has oversight (i.e. Institutional Effectiveness Council heading with Educational Master Plan, Strategic Plan, and the Employee Development and Retention Plan listed).	
		Consensus to alphabetized the "Focused Plans" throughout the Guide, to change "ARC Plans" to "Primary Plans," and to then separate the "Primary Plans" vs "Focused Plans" for clarity. Logo suggestion to break out the Plan logo to match the diagram on page 3; Cheri will play with this concept.	
		The Classified Prioritization Process on page 23 may need revision. Beth Madigan will	

		research the process with Classified Senate President, and report back to the Project Team.
Draft Guide - v1 (Content): Are there any suggestions to further develop or refine the Guide?	Alisa Shubb/Cheri Jones	Feedback and discussion on the first draft called Draft Guide v1 of the Integrated Planning Guide. The diagram on Draft Guide v1 page 3, "Overview of Integrated Planning at ARC," was well-received, and suggestions were given about including another red circle with wording such as "commitment to equity and social justice" as well as changing the name of the Institutional Equity Plan to include the words "social justice." Cheri will rework the diagram, add wording about fostering an environment of equity and social justice to the narrative on page 3 above the diagram, and Rina and Alisa will bring the Plan name change suggestion to the Institutional Effectiveness Council.
Draft Guide - v1 (Content): Were any gaps identified that should be closed to address accreditation standards, established ARC governance practices, or similar connections?	Alisa Shubb/Cheri Jones	
ITEMS FOR FUTURE CONSIDERATION:		
Topic		Contact Person