AGENDA PLANNER

FALL 2018

Meeting Date, Time, and Location	Meeting Purpose (work session goals, questions to answer, etc.)	Resources to Prepare/Gather (documents or tools for meeting)	Homework for the Team (in preparation for next meeting)

September 14th 1:00-3:00 pm Administrative Conference Room	**Project Kickoff for 2018-19/Layout Development**
	 ▪ Review project charter and meeting plan for 2018-19
	 ▪ Receive update on development of new integrated planning technology
	 ▪ Discuss desired format and style of ARC's integrated planning guide
	    ○ 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)?
	    ○ In which sequence should the components be presented?
	    ○ Which categories of information, such as council oversight, should be consistently included for each type of institutional plan (placeholders)?
	    ○ Are there any style preferences (font, color scheme, diagrams, etc.)?
		▪ Project charter
		 ▪ Agenda planner
		 ▪ Sample integrated planning guides
		 ▪ Draft integrated planning calendar
		 ▪ (developed in 2017-18)
		 ▪ Key accreditation standards
			▪ Review draft format for the integrated planning guide via Basecamp (available approx. 9/28)
			 ▪ Think about desired content for the guide and be prepared to share ideas on 10/12

October 12th 1:00-3:00 pm Administrative Conference Room	**Content Development** ▪ Discuss any desired revisions to the draft format of ARC's integrated planning guide ▪ Identify desired content for each major component of the guide ▪ Identify any supplemental content that should be provided as an appendix (e.g., integrated planning calendar)	Draft integrated planning guide format	▪ Review first draft via Basecamp (available approx. 10/26) ▪ Discuss ideas for refinement of the first draft via Basecamp message board
November 9th 1:00-3:00 pm Administrative Conference Room	**First Draft Review** ▪ Identify any corrections needed for accuracy ▪ Share any suggestions to further develop or refine the guide ▪ Identify any gaps that should be closed to address accreditation standards, established ARC governance practices, or similar connections	First draft of integrated planning guide	▪ Review final draft via Basecamp (available approx. 11/26) ▪ Discuss any proposed changes via Basecamp message board
December 7th 1:00-3:00 pm Administrative Conference Room	**Final Draft Consideration** ▪ Review any changes proposed via Basecamp to determine whether to incorporate into final version prior to taking action ▪ ACTION ITEM: Consider submission of the final draft of the integrated planning guide for governance review (see timeline below) ▪ Wrap-up/next steps	Final draft of integrated planning guide	▪ Monitor Basecamp for updates on progress of the guide through governance review

Anticipated Governance Review Timeline:
December 2018/January 2019 – Academic Senate
February/March 2019 – Institutional Effectiveness Council
March/April 2019 – Executive Leadership Team