

Integrated Planning Improvement (2018-2019)

Meeting Agenda

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		
ATTENDEES:		
SUPPORTING RESOURCES (ITEMS READ IN PREPARATION FOR AND/OR BROUGHT TO MEETING):		
UPDATES AND BRIEF REPORTS		
Topic	Person(s) Responsible	Time Allotted
Welcome and Introductions	Kuldeep Kaur	5 min.
ACTION ITEMS:		
Question	Person(s) Responsible	Time Allotted
DISCUSSION ITEMS:		
Question	Person(s) Responsible	Time Allotted
How has development of the integrated planning system progressed over the summer?	Inna Linnyk	45 min.
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	15 min.
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	55 min.

ITEMS FOR FUTURE CONSIDERATION:	
Topic	Contact Person
OTHER INFORMATION:	