Integrated Planning Improvement (2018-2019)

Meeting Notes

NAME OF COUNCIL/TEAM: Integrated Planning Improvement (2018-2019)		
OBJECTIVE OF MEETING: Review draft Integrated Planning Guide format, identify desired content for each major component of the guide, identify any supplemental content that should be provided as an appendix.		
DATE: 10/12/2018 **TIME:** 1:00pm - 3:00pm	**LOCATION/ROOM #:** Administrative Conference Room **CALL-IN NUMBER:** **CALL-IN CODE:**	
FACILITATOR(S): Kuldeep Kaur/Alisa Shubb		
TIMEKEEPER:		
ASSISTANT: Olga Prizhbilov		
MEMBERS PRESENT: Adam Karp, Kuldeep Kaur, Inna Linnyk, Rina Roy, Yujiro Shimizu, Alisa Shubb, Jan DeLapp, Cheri Jones, Christopher Olson, Olga Prizhbilov.		
SUPPORTING RESOURCES (ITEMS READ IN PREPARATION FOR AND/OR BROUGHT TO MEETING):		

UPDATES AND BRIEF REPORTS:

Topic	Person(s) Responsible	Notes
Welcome	Kuldeep Kaur	
Update on QuEST training	Alisa Shubb	- Materials and training sessions set up for cohorts. - List of leads for programs will be connected to the units. - Included in training - prompts. - Deans have access to the "program review test unit". - Rina Roy asked for view privileges so that deans can know ahead of time what they are to advocate for; Inna will add a printer friendly button, so that leads can send the PDF to the dean for review. - This concern will go back to PES to talk about viewing privileges as part of advocacy.

ACTION ITEMS:

Question	Person(s) Responsible	Notes and Decision(s)	Next Steps
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DISCUSSION ITEMS:

Question	Person(s) Responsible	Notes and Next Steps
Draft Guide - v0 (Format/Style): Are there any desired revisions to the draft format of ARC's integrated planning guide?	Kuldeep Kaur/Cheri Jones	- Similar to Citrus model guide. - Overall looks good; once graphics are added, will help break it up. - Alisa - table of contents: group all plans together in subheadings. - Adam - need something to identify plans that go over a page, so when printed, pages don't get lost.
		p. 1 needs: - Acknowledgements. - Concisely to provide context that reinforces good work we are doing in redesign, connect all work together. - Purpose of the guide, how it aligns with strategic plan. - How was the guide generated, how it will be updated/evaluated (cyclical as part of governance). p. 22 needs: - This page talks about reviewing the guide, not necessarily the process; the effectiveness of each program review process will be viewed by each corresponding team/group. - Need to create a template report for teams to report progress (annually, etc.) on their work to Executive Leadership Team (ELT); March/April would be a good time to submit those reports to ELT. - Once plans are designed, they should be monitored by corresponding councils. Should get a report from plan team (if still active) or corresponding supervisor.

Draft Guide - v0 (Content): What is the desired content for each major component? Please see the prompts within the draft guide for further information. Sample text for some items is offered in the attached document.	Kuldeep Kaur/Cheri Jones	That verbiage is already in the charters for the councils. It is not the scope of this team to create the tool for evaluation, simply to have in the guide that an evaluation will happen. Each plan should include the mechanism by which it will be evaluated. Institutional effectiveness council review the process and integration of all the plans, and planned activities. - Rina - eventually need to evaluate the planning at the department levels to make sure that all involved parties had a chance to participate and provide input. Inna will put a checkbox of "consent" at the end of program review, to acknowledge that all involved parties have had a chance to participate. p. 2 - Take off "values" here. - Not add strategic goals here, because they are less stable than the mission of the college. - Add the history of how the vision/mission came about - Cheri will look at documents starting with the Achieving the Dream work, May 2017 Board of Trustees President Greene's presentation. - Governance redesign was done to support the strategic plan. p. 4 needs: - cohesive hierarchy of plans that needs to be outlined here - wheel diagram. - for next time, Kuldeep will bring a flowchart of current resource allocation strategy. - Cycle - 7-year - alignment to district - "informed by" district when designing our strategic goals. p. 5 - Talk about governance and redesign process - add link to governance document here. p. 6 - Add constituency groups. - Team supports timelines being on this page. p. 7 - Team supports table format. Specific plans overview: - Need to keep general vs. basing on each current project team, but still check in with current teams to ask re: long-term goals. Adam Karp will contact each team lead to get a description of each plan. Cheri to send Adam an editable document for this. - Process for development of plans - same for all. - Expectations and metrics - have a general sentence about metrics, but for details have to look at each individual plan. ---Need to bring the conversation to Institutional Effectiveness Council, ELT, & PES re: how will everything be evaluated. p. 17 - Team supports the diagram. p.21 -Allocation of resources goes to respective VP, PES has discussions about amounts available, but VP's are the ones allocating the amounts. - Professional Development allocation - Operations Council. - Currently, the college does not have a plan on how all grants are allocated, how to look for more funding, etc. - the college needs a Resource Development plan. If not a whole plan, then at least as part of our new Educational Master Plan. p. 23 - How are these plans communicated? IGOR. - Once a plan is approved through governance process, goes to PES, and PES determines how to implement all the recommendations.
Draft Guide - v0 (Content): Besides the integrated planning calendar, is there any supplemental information that would be useful to include in the appendix?	Kuldeep Kaur/Cheri Jones	- Need to have an integrated planning website, with links to each plan, a calendar, etc.

ITEMS FOR FUTURE CONSIDERATION:

Topic	**Contact Person**