

Integrated Planning Improvement (2018-2019)

Meeting Agenda

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		
ATTENDEES:		
SUPPORTING RESOURCES (ITEMS READ IN PREPARATION FOR AND/OR BROUGHT TO MEETING):		
Draft Guide - v1		
UPDATES AND BRIEF REPORTS		
Topic	Person(s) Responsible	Time Allotted
First Draft Review - Follow up on Sample Description/purpose/topics: What feedback was received from existing project leads/co-leads?	Alisa Shubb/Cheri Jones	10 min.
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	20 min.
ACTION ITEMS:		
Question	Person(s) Responsible	Time Allotted
Do the notes from the last meeting reflect our conversation accurately?	All	5 min.
DISCUSSION ITEMS:		
Question	Person(s) Responsible	Time Allotted
Draft Guide - v1 (Content): Are there any corrections needed for accuracy?	Alisa Shubb/Cheri Jones	20 min.
Draft Guide - v1 (Content): Are there any suggestions to further develop or refine the Guide?	Alisa Shubb/Cheri Jones	20 min.
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	30 min.
ITEMS FOR FUTURE CONSIDERATION:		

Topic	Contact Person
OTHER INFORMATION:	