

# Integrated Planning Improvement (2018-2019)

## Meeting Agenda

<b>NAME OF COUNCIL/TEAM:</b> Integrated Planning Improvement (2018-2019)		
<b>OBJECTIVE OF MEETING:</b> Review the first draft of the Integrated Planning Guide.		
<b>DATE:</b> 11/09/2018 <b>TIME:</b> 1:00pm	<b>LOCATION/ROOM #:</b> Administrative Conference Room <b>CALL-IN NUMBER:</b> <b>CALL-IN CODE:</b>	
<b>FACILITATOR(S):</b> Kuldeep Kaur/Alisa Shubb		
<b>TIMEKEEPER:</b>		
<b>ASSISTANT:</b> Beth Hartline Madigan		
<b>ATTENDEES:</b>		
<b>SUPPORTING RESOURCES (ITEMS READ IN PREPARATION FOR AND/OR BROUGHT TO MEETING):</b>		
Draft Guide - v1		
<b>UPDATES AND BRIEF REPORTS</b>		
<b>Topic</b>	<b>Person(s) Responsible</b>	<b>Time Allotted</b>
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.
<b>ACTION ITEMS:</b>		
<b>Question</b>	<b>Person(s) Responsible</b>	<b>Time Allotted</b>
Do the notes from the last meeting reflect our conversation accurately?	All	5 min.
<b>DISCUSSION ITEMS:</b>		
<b>Question</b>	<b>Person(s) Responsible</b>	<b>Time Allotted</b>
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.
<b>ITEMS FOR FUTURE CONSIDERATION:</b>		
<b>Topic</b>		<b>Contact Person</b>
<b>OTHER INFORMATION:</b>		

