



COLLEGE ADVANCEMENT MEETING

9/1/2010

3:00 – 4:30pm

Location: AGB
President's Small
Conference Room

Facilitator: Estella Castillo-Garrison

Attendees: Michelle Anstadt, Morgan Barrows, Ana Maria Cobos, Eric Garant, Jerry Hannula, Jennifer Hedgecock, Michael Hoggatt, Leslie Humphrey-Quirk, Hiro Konishi, Jennie McCue, Bart McHenry, Sophie Miller, Terence Nelson, James Pyle, Jan Ventura, Nina Welch, Amy Wheeler, Adam Williams

Pre-meeting:

Please read: CAPG Emails, Parking Lot of Ideas Doc, Full Implementation Doc

Please bring: (recommended) Binder for paperwork

AGENDA ITEMS

Topic	Presenter	Time allotted
✓ Welcome	Estella	
✓ Review of Collaborative Norms	Committee	
✓ Planning & Budget Steering Committee (PBSC) Report	Chair	
✓ Full Implementation Doc	Gretchen	
✓ Review, Dialog, and Discussion of Initiatives	Committee	
✓ Dialog and Discussion of Tactics (time permitting)	Committee	
✓ Fall Meeting Schedule	Committee	
✓		
✓		

OTHER INFORMATION

Next Meeting: TBD

Visitors: Gretchen Bender, Director of Research, Planning and Grants
Kevin Dalla Betta, Foundation Accounting

Resources:

Special notes:

Seven Norms of Collaboration

1. Promoting a Spirit of Inquiry

Exploring perceptions, assumptions, beliefs, and interpretations promotes the development of understanding. Inquiring into the ideas of others before advocating for one's own ideas is important to productive dialogue and discussion.

2. Pausing

Pausing before responding or asking a question allows time for thinking and enhances dialogue, discussion, and decision-making.

3. Paraphrasing

Using a paraphrase starter that is comfortable for you – “So...” or “As you are...” or “You’re thinking...” – and following the starter with an efficient paraphrase assists members of the group in hearing and understanding one another as they converse and make decisions.

4. Probing

Using gentle open-ended probes or inquiries – “Please say more about...” or “I’m interested in...” or “I’d like to hear more about...” or “Then you are saying...” increases the clarity and precision of the group’s thinking.

5. Putting ideas on the Table

Ideas are the heart of meaningful dialogue and discussion. Label the intention of your comments. For example: “Here is one idea...” or “One thought I have is...” or “Here is a possible approach...” or “Another consideration might be...”.

6. Paying Attention to Self and Others

Meaningful dialogue and discussion are facilitated when each group member is conscious of self and of others, and is aware of what (s)he is saying and how it is said as well as how others are responding. This includes paying attention to learning styles when planning, facilitating, and participating in group meetings and conversations.

7. Presuming Positive Intentions

Assuming that others’ intentions are positive promotes and facilitates meaningful dialogue and discussion, and prevents unintentional put-downs. Using positive intentions in speech is one manifestation of this norm.

Year 1 Implementation Process Summary Timeline

Steps 1 & 2 (August-September 2010): Initiative/Tactical Planning

- ✓ Strategic Planning Groups (SPGs) meet and complete "3-Year Initiative Worksheet" for each Goal and Strategy as outlined in the "Goal Facilitation Matrix"
 - Year 1 initiative will be prefilled to "Develop the Plan" for any Strategy indicating development and implementation of a plan (e.g. Goal 1.1 Strategy B "Develop and implement a plan to fund the matriculation program.)
- ✓ SPGs will complete a "Year 1 Tactical Planning Worksheet" for each year 1 initiative.
 - A manager (Academic Administrator or Classified Manager) or other appropriate position will be recommended to be responsible for completion of each tactic.
- ✓ The SPG chairs will submit their worksheets to PBSC for review by October 1st.
- ✓ PBSC will review, revise and forward completed worksheets to Consultation Council.
- ✓ Consultation Council will be responsible for final review and recommendations to the President.
- ✓ Upon the President's approval, SPGs and responsible personnel may begin implementation activities.
- ✓ Responsible personnel, working with the SPG Chair, will complete the "Tactical Implementation Worksheet ⁽¹⁾ " and submit it to the OPRG.
 - All SP related worksheets and reports will be posted online.
- Non Strategic Plan (NSP) requests (Equipment, Technology, and Facilities) will be submitted to the appropriate Operational Committees according to their own process and timeline beginning in August.

Step 3 (October 2010): Resource Allocation Requests

1. Managers responsible for tactical implementation *may* submit resource allocation requests to PBSC.
 - Existing resources should be utilized whenever possible to complete tactics.
 - New resources should be requested only where the need can be well supported.

Step 4 (Late October-Early November 2010): Resource Request Review and Recommendations

1. All committees (PBSC, Equipment, Technology and Facilities) will *score and rank* requests utilizing the approved "Funding Rubric".
2. Each committee will submit to PBSC a rank ordered list indicating their recommendations along with the scored requests.

3. PBSC will review all requests and forward funding recommendations to Consultation Council.
4. Consultation Council will be responsible for final review and recommendations to the President.

Step 5 (Late November-Early December 2010): Funding

- Allocations will be made for approved budget items and expenditures can commence.

Tactical Planning Worksheets

Overview:

A tactical plan provides a description of each Strategic Planning Group's *yearly* approach to accomplishing its yearly initiative to achieve each Strategy and Goal.

Guidance:

- ❖ Although the plan is for 12 months, you might want to think in 3-month increments.
- ❖ Recommend someone who will be Responsible for each tactic/action step.
 - This person oversees the completion of that step, but does not have to be the one who will do it.
 - It doesn't have to be someone on your SPG; it can be anyone on campus that makes sense.
- ❖ Document the deliverable that will be achieved upon completion of each step. Illustrates how everyone will know that the tactic has been completed.