Integrated Cluster Guide Meeting Minutes
[October 17, 2016]

Plymouth State University

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10 17 2016
11:15-12:05 ICG meeting

Attending: Denise, Matt, Adam, Chris C, Barbara, Chris C, Laura, Annette, Cathie L, Brad, Cindy, Elliott, Kristina, Ross, Nick

11:15
Review of 10 4 ICG meeting results found here. No concerns

11:20
BRIEF Committees/Group reports:

- Curriculum in the Disciplines: Laura, Adam, Kate H, Amy
  - October reached out to Curriculum Committee and it's challenging
    - There was a request for ICGs to be added to CC meetings
  - Discussion of ICGs driving curriculum not true but perceived
  - ACTION: Communication improvements needed
    - Potential blog along with newsletter prior to Oct 25th town hall meeting and full faculty meetings following

- General Education and FYS: Annette, Elliott, Cathie, Nick
  - Discussion with President Birx and Mark Fischler happened and a recent president's report post confused the conversation.
  - ACTION: Report created to go into Denise's Newsletter by Annette H to be sent out prior to Tues Oct 25th Town Hall.

- PR/Marketing: Chris chabot, Brad, Bob
  - ACTION: Group will be meeting with Paula Lee about external communications and report back to ICGs.

- IC Communications: Nick, Ross, Denise
  - ACTION: Processes and procedures need to be communicated regularly from Program Manager and Communication Manager

- Level 2 Project review: Matt, Nancy, Elliott, Cindy, Brad
  - 7 projects approved, 3 passed to level 3
    - ACTION: When Ross gets info from money people he will send an email to the Project Initiator and copy the ICG's. He will provide the project Activity Code to Guides and have PI contact Kristen Hersom for information and support. Guides will provide feedback from reviews and include Activity Code and Kristen Hersom as contact.
    - ACTION: Ross and Denise will create boilerplate statement of funding for PIs so that ICG's can put in review feedback and send out to PIs.
    - ACTION: Feedback from Project Level 2 committee will be communicated to Level 1/clusters. Level 3s/ADs need to do the same.

- Student and Staff Engagement: Kristina, Barbara
  - Student Showcase of Excellent is in discussion with Fishler, Amsden, Cate for planning

- SEARCH Update: Kate Harrington Denise
  - Search for Operations Manager is in process and 2 candidates have come to campus
    - 2 more upcoming interviews
Position still open

• Pulled second add for the ADs position/communications considering interactions with ICGs

11:40

ICGs continuing for Spring 2017?

Presently: Sabbaticals are Kate and Nick for Spring 2017

  o Heiner potentially but not confirmed
  o What is the process for replacement and should it be by ADs in cooperation with IC getting replacement?
    ▪ Faculty buy in for ICG's is needed because of previous practice of ICG implementation

11:50

Discussion: IC Departmental Move Process Checklist for departments or disciplines changing clusters

• Who is responsible party to initiate the potential change?
• Does the communications manager notify the people and groups associated?
• What IC is this happening in?
• Ross presented the proposed process and checklist
• Worked with Adam as well as Chris and Elliott to create
  ◦ ACTION: Ross posted Program Move Checklist on Guide site for review