12-19-2016

Integrated Cluster Guide Meeting Minutes [December 19, 2016]

Plymouth State University

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12/19/2016 ICG meeting

Frost Commons

Committee reports:

PR and Communications

- Day long meeting with USNH Larry, Matt K, Rich Grossman, created a technical document for Rich/exterior company to create needed platforms for forms and information that need to be tallied and documented for IC's
  - Money is not a constraint but time is
  - Get info to Rich first week in January to put out to external software company (what we need for technology)
  - Potential launch by end of Spring 2017/March
  - Production ready in May
  - Include PR and Communications group
- Communication still needs to get better
  - **ACTION:** Bring discussions about needed structures to Chair retreat.
    - Prioritize what is needed
    - Course release signatures required in updated project proposal forms
    - What are we asking of chairs
    - Request department faculty fill out faculty profiles
    - Build ICG and Chair team(s) - prioritize
  - Where are the searches for Communication Manager and Project Manager?
    - Search for communications still in process
    - Project Manager not in circulation
- Gen Ed/FYS
  - Wait to Jan 11 ICG retreat to update

January 11th Guide Retreat

- Prioritize needs of...
- Review and refine Project Proposal process
- Revisit benchmarks and goals
  - Create a flexible 3 year timeline
- Define Working Group responsibilities
  - Basic reports of progress
- President Birx: Touch base and send question/observation list prior
- Spring 2017 meeting schedule (December 19th last meeting 2016)
- Role of staff, PAT, OS to be a part of cluster work in their workload
- Archive Project discussion

January Jamboree

- Documenting and Archive Project informational meeting
  - Creating a repository