Integrated Cluster Guide Meeting Minutes [August 26, 2016]

Plymouth State University

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Guide meeting August 26
5-5:45pm Draper & Maynard room 202

Attending: Cynthia, Kristina L, Laura, Elliot, Chris C, Chris D, Kate H, Amy, Nick, Brad, Bob

- Elliot, Annette, Cathie and Nick met with Mark Fischler as well as Reps from Gen Ed to start the conversation about FYS. Will meet on Monday August 29th
- Feedback for ADS regarding
  - University Days
    - ICG tables failed because...
      - Lacking goals and poorly situated and windy
      - Be mindful of more time between schedule events
      - No incentive lacking purpose and a goal
  - Positive outcomes
    - A note will be drafted and online
    - People were excited about what we're doing a lot of positivity and project ideas
    - We need time to guide and be mindful that we need to facilitate projects
    - Brad will send PDF of chart from I&E
- New administrative positions
  - Kate on PAT search committee
    - Will keep updated
    - Ask to be on search for second position
- Scheduling uniform review dates for Project Proposals to simplify the process email vote to Ross ASAP DONE

Milestone dates:
Proposal Submittal Cutoff: September 30th
IC Decision Date (all Project levels): October 13th
Project Review Team Decision Date (Levels 2 & 3): October 20th
Deans’ Decision Date (Level 3 & Release Time): October 27th
Proposal Submittal Cutoff: October 31st
IC Decision Date (all Project levels): November 10th
Project Review Team Decision Date (Levels 2 & 3): November 17th
Deans’ Decision Date (Level 3 & Release Time): November 24th
Proposal Submittal Cutoff: November 30th
IC Decision Date (all Project levels): December 8th
Project Review Team Decision Date (Levels 2 & 3): December 15th

Deans’ Decision Date (Level 3 & Release Time): December 22nd

Proposal Submittal Cutoff: December 31st

IC Decision Date (all Project levels): January 12th

Project Review Team Decision Date (Levels 2 & 3): January 19th

Deans’ Decision Date (Level 3 & Release Time): January 26th

Proposal Submittal Cutoff: March 15th

IC Decision Date (all Project levels): March 23rd

Project Review Team Decision Date (Levels 2 & 3): March 30th

Deans’ Decision Date (Level 3 & Release Time): April 6th

- **Loosing 2 guides and replacements by the ADs**
  - What is the practice going to be moving forward for replacing Guides?

- **Scheduling regular meetings**
  - Tue from 3:15-5pm first Tues of Month
  - Third Monday 11:15-12:05 (unable to attend: Gail, Cynthia, Robyn, Bob H, Barb M, Kate H, Amy V)
  - CHAIR & Guide or Guide & Faculty meetings: There are two blocks of time to consider for potential meetings. Wednesday September 28th and October 26th are the fourth Wednesdays of the month with November/Thanksgiving and December/Christmas. The Chair's meetings are from 2:30-4:00 so to get faculty to come might involve a later time period from 3:30 to - 5 for faculty meetings.
  - These will be individual cluster meetings 3:30 to - 5.
  - ALL DATES IN INTEGRATED CLUSTER
  - We need to work on being nimble with such a large group
    - Meet with ADs, Ross, Denise, when needed or if they request a meeting if necessary
    - Create specific groups to work on tasks
      - FYS/Gen Ed (DONE?)
      - Delegates for level 2 Project reviews (DONE)
      - delegates from each cluster meet on above dates to communicate across clusters?
      - Alternate days clusters meet

- **Asking for a 6 credit release time Spring 2017**

- **Success Measures & benchmarks**