Integrated Cluster Guide Meeting Minutes [August 10, 2016]

Plymouth State University

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Wednesday August 10 Guide meeting
9-11am
Center Lodge Bradford room
Attending: Maria, Chris C, Elliot, Laura, Kate, Matt, Cathie, Bob, Chris D, Nick, Denise, Ross, Robyn, Cynthia V

9am
Update from the Deans:

- Updated UD plans/schedule
  - Handed out at meeting and will be emailed to Nick From Denise.
  - Joann Guilmett creating survey for potential cluster participants. IT should be in place for UD.
- There is an understanding that projects over $5000 will go to the Deans for review and approval. What other decisions are the deans responsible for (these noted decisions do not need to be financial I just used that as an example) in reference to guides? Guides are flexible with added duties and a running list would help inform processes as was done with the project proposals.
  - ADs don’t see all the needs so guides need to trust how Integrated Cluster initiative is moving forward.
- Communication from ADs that specific sessions of UD were scheduled by Guides not entire UD schedule.
  - Included in email sent to faculty on Friday August 12th @10:18am. The email states “We (Academic Dean Team) are excited to bring you this program; it was developed with input from faculty and staff, and is supported by the Cabinet”
- Removal of Coaches from org structure rationale.
  - Handout of info for a Cluster Operations Manager that will take on part of the role of coaches as well as a programs specialist/administrator. ADTs thought needs outlined by Guides equated to a logistics person and Admin.
    - These positions answer to and will be managed by the ADs and Ross.
  - Guide decisions that end in a stalemate or need arbitration/objectivity will be facilitated by the Deans.
- At the open forum held by the Deans it was mentioned the reason we changed to "integrated" clusters is because we are moving away from the idea of interdisciplinarity. What is the rationale for this?

- Discuss compensation for Guides for spring semester.
  - Same as Fall = course release
- Need for communication between ADs and Guides
  - ACTION: Bimonthly meetings that AD’s will be invited to will be established through Doodle poll.

9:20
Brief Review of meeting results from July 27th (page 2-3)
- All Integrated Cluster Guide meeting notes need to be reviewed by President Birx for response.
9:30
Discussion: Individual Cluster plans for UD

1. 1 hour sessions
   a. An info session for all levels of interest in specific Clusters from intro to advanced. Look at mission statements, project proposals, what is happening moving forward, to Q&A, etc.

2. 2 hour session/workshop- 2 sentence summary due to Denise Hutchins asap
   a. Sessions will revolve loosely around syllabi brought by attendees to sessions. The idea being to connect individual faculty to see how they can work
      i. Intra-Cluster: within each of the seven clusters
      ii. Inter-Cluster: across the Cluster Community

   b. ACTION: A&T will send out preliminary plans for the session established in their group.

10
Establish regular Cluster Guide meeting times dates
   • ACTION: Doodle pole from Amy Villamagna emailed Thursday August 11th at 7:18am.

10:15
Discussion: How should Guides handle personal project requests if the request is going to be submitted to their home cluster.
   • Have an exterior Guide come into the meeting to replace person proposing. Recuse yourself.
      ○ Guide Vote: 12 agree, 0 opposed

10:30
Action: Create plans to achieve established Success measures (page 3)
   • ACTION: Tabled and will be discussed at next ICG meeting.

10:45
Technology update: Denise Hutchins and Joshua Betit
   • ACTION: Research: Guides will Review Integrated Cluster Office 360 and give feedback.

11
Done

Addendum:
   • ACTION: Clusters need to choose a rep for Project Proposals committee.
      ○ This info needs to go to Ross and Nick by weeks end as well as planned Project Proposal review dates.
9am Gail Mears

- Update on University Day: briefly review 3 day draft
  - **Request:** Need a decision by the end of the Guide meeting whether they want 2-2 hour meetings per cluster or a 2-hour meeting and 2 one-hour meetings.
  - **Request:** Administration needs a recommendation regarding the guide structure and plan for coaches.
  - **Administration** would like to plan a final University Day meeting facilitated by guides and open to everyone whereby each cluster can report out on their mission statement and strategic initiatives for the upcoming year (we know these are in formative stages). We will need to know if guides are willing to do this as a wrap-up to University Days.
  - **Addendum:**
    - Guides need to establish how to handle proposals of over $1000. Decide if we want a different model than what is proposed by admin.
    - Monday of UD there will be a BarbQ and booths for each cluster and information at them.

9:10

- **Review of Cluster Group Decision Process**
  - **Discussion:** How will we decide as a group? Document link below and you need to be logged into myplymouth to view (if you're reading this email you're logged in)
    - [https://plymouthstate-my.sharepoint.com/personal/nsevigney_plymouth_edu/_layouts/15/guestaccess.aspx?guestaccesstoken=4EEzMWWHK3LBQfWx%2fXFb%2fBN%2fNkkBBi6LfNleqml%2bMen0%3d&docid=2_151af8821ac8f44129661bdb6c66fd01d](https://plymouthstate-my.sharepoint.com/personal/nsevigney_plymouth_edu/_layouts/15/guestaccess.aspx?guestaccesstoken=4EEzMWWHK3LBQfWx%2fXFb%2fBN%2fNkkBBi6LfNleqml%2bMen0%3d&docid=2_151af8821ac8f44129661bdb6c66fd01d)
    - **ACTION:** The document was amended and will be moved forward with proposed changes.

Vote: No – 1; Yes – 12; HHE not present – can be revisited later for those not present

10am

- **ACTION:** Need a decision whether we want:
  - a. 2-2 hour meetings per cluster or
  - b. 2-hour meeting and 2 one-hour meetings.

**VOTE:** Motion to break sessions up two 1-hour sessions and one 2-hour sessions; 1-hour sessions are repeated; yes=12; no=1; neutral=1 = 14 total votes

- **ACTION:** Create a recommendation regarding the guide structure and plan for coaches. See observations from coaches on pages 2-3.
- **ACTION:** Nick will send the following list of needs to Coaches with the understanding Coaches will not be associated with specific clusters.
  - a. **Encouragement of cross cluster collaboration.**
  - b. **Objective arbitration:** Coaches would not vote as a guide but would act as last decision makers if needed. Guides can refer to Coaches if we can’t work something out amongst ourselves.
  - c. **Assist with external partner connections.**
  - d. **Advocate for all the clusters internally and externally.**
  - e. **Allow and assist guides, and clusters, to be integrated.**
  - f. **Facilitate guide meetings if requested.**
  - g. **Liaison across student affairs:** Parallel outcomes happening in Student Affairs – we need communication across student affairs, faculty, clusters, staff
  - h. **Coaches represent various centers/offices on campus with specific strengths and connections and will be called upon to use them as needed**
• ACTION: Agree to plan a final University Day meeting facilitated by guides and open to everyone whereby each cluster can report out on their mission statement and strategic initiatives for the upcoming year.

**Vote: Guides not in favor of this action point– No =13**

• ADDENDUM to agenda
  • ACTION: Guides need to establish how to handle proposals of over $1000. Decide if we want a different model than what is proposed by admin.

**Result: Guides approve of the proposed model. Each cluster will designate a representative to a Guide group who will approve of allocations between $1001-$5000. This in consideration that any money over $5000 needs approval of a Dean.**

**Vote: Regarding the Cluster info tables at the Monday of UD BBQ. Guides do not want to appear to be competing and set up informational booths for each cluster.**

11am

• DONE

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**Success Measures for AY16-17**

**By Fall 2016**

1. Development and delivery of a consistent and positive message to internal and external audiences about the value and benefits of clusters.
2. Development of an inventory of what we are currently doing that is cluster-like to serve as models (this also creates benchmarks – “X”)

**By January 2017**

3. Development of a leadership plan for continued cluster development and maintenance beyond AY 2017
4. Identify early-adopter cluster projects and open labs to serve as additional models
5. Develop a communication strategy to facilitate sharing of Cluster activity and opportunity

**By May 2017**

6. Organize Cluster-theme sessions during Showcase in April

**By Fall 2017**

7. Implementation of a cluster-like First year Seminar
8. Increased participation of FACULTY in cluster experience development and development of new and innovative opportunities (curriculum, projects, teaching, open labs, etc.) above X*. 
9. Increased participation of STUDENTS (Grads and UGs) to engage and explore clusters above X*. 
10. Organize a faculty symposium during Faculty week to share the first year of Cluster activity (required for funded Cluster projects)
*X = benchmark as defined by #2 above