7-13-2016

Integrated Cluster Guide Meeting Minutes [July 13, 2016]

Plymouth State University

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7-13-16 Cluster Guide Meeting – Meeting Notes

To Do’s

- Create Current To Do’s Moodle Tab - Ross
- Change the Operations term to non-discretionary funds - Ross
- Send email - Same message to all faculty with all forms – send to all faculty - Denise
- Integrated clusters from strategic clusters – change all documents – Ross & Denise
- Decision-making process – how do we decide – Ross and Cluster Group
- Setup 2-hour meeting within two weeks with guides and coaches - Ross
- Guides participate with chairs meeting – Deans
- Meeting with chair of GenEd Pat Cantor and Mark Fischler around first year seminar – Gail

Definitions + Success Measures

Comments still being made and should be sent to the owners

Outstanding Issues

Need process to make decisions – 80% agreement decision-making

Students need to pay for course to participate academically over the summer – tends to be a barrier

What is the role of coaches moving forward? Brings big picture look,

9-month appointments – coaches should be compensated

On UD taking one 2-hour blocks and make 2 one-hour blocks so people can attend multiple clusters

Process

Have team give a deadline for tasks – no response equals consent

How will we get to a process so that decisions can be made?

Notification: use email as the preferred vehicle

Add Moodle tab: Moodle action register – Current tab that has what we are working on; once done remove it – Ross action

Use Google Docs where we make changes

Project Proposals – feedback and comments

- Use another word other than operations for cluster funding
- Revise documentation to add in Dean’s discretionary fund
• July 1st – June 30th fiscal year
• Not a checklist call it a guideline or rubric or considerations
• Develop a calculator for salary and other things – OSP
• Proposal process and level approval for one academic year
• Larger projects with release time October timeframe
• Communicate out proposal timeframe – Ross will lock down
• Send email - Same message to all faculty with all forms – send to all faculty
• 4 deadlines throughout the year for cluster funding – revisit this “down the line”
• Guides for decision team: perhaps rotate guides within an IC on that team

Cluster stimulus money – 2% we need to save into margin we are not doing for 3 years

Role of Coaches

Possible role: Council of coaches to handle cross cluster disagreements, ensure non-competitive model, and encourage cross-cluster collaborations - set up Cluster Group Meeting – Ross

Information Technology Update

1. Documents live inside Office 365
   a. Sharepoint – use and share documents – bread crumbs to other applications (infrastructure)
   b. Project management feature
   c. Messaging
   d. Yammer
2. Send final proposal documents to JoAnn for online implementation; IT will get online in 10-14 day timeframe
3. IT building searchable inventory of disciplines, interests to find resources – clusters needs to find way for people to populate
4. Building a piece to collect partners and corporate information for matchmaking purposes
5. What else do you need from IT? Staff & student training (JoAnn cluster point person), list of who is in distribution lists, cluster dashboards (Delve) to delve in and see what you have access to, Sharepoint templates and apps that we can use – need more info
6. JoAnn contact for IT equipment needs within projects

UD Workshop Planning

Each cluster will have 2 two-hour workshops. 3 days of required workshops – add to AA weekly message – decisions will happen over these three days so be a part of it; every cluster is doing two workshop over the two days

Spaces: Hage, Heritage, Frost Commons, ice arena, ALLWell, Boyd,
**UD Ideas**

- Bring syllabus to work from during one workshop
- proposal process session
- Matt – steps towards engagement: what are you doing in your classes, how this relates to what people are doing outside your class. How can we collaborate outside of department. How do we get our students to participate in collaboration beyond class. How do we engage external partners. What communication needs for collaboration – 2 populations: people already engaged – audience for this talk
- Move from a two hour session and 2 one-hour sessions for beginners – short info session with vision statement and then have two hour session
- Developing projects, getting funding and course curricula development
- Have Center for Business and Community Partnerships presentation

**Partnerships**

Language to help us navigate through issues when partners would just like free labor – faculty could use – policy is …. Dept. of Labor Legislation in place to support this internship piece (school to work site approval if internships are not paid) – who will be working with students onsite? They are there to learn

Create a program that helps remove road blocks with IT, other areas to remove barriers to streamline work with partnerships

Do Partnership Center presentation with chairs too; UD presentation to hear this story

Create partner database & list so that we can see all we interact with and maybe a directory

Setup website of students with skills for NH area businesses – make richer by having faculty part of it; what does student bring back to help PSU better course – setup work area where interns can continue to work past summer for students who want to continue working throughout the fall once they return to college

Drive over to Conway and tell them all the good work we are doing – Speaker’s Bureau?

Need coalition of people – to make legislative changes – community, businesses, etc.

**Decision-making Processes Ideas**

1. Transparency
2. Who to go to address an issue
3. Create survey with sliding scale – do you agree with the present glossary? 5 on board; rank above a 5 what’s your reason
4. Consensus “solidarity” that we currently arrived at
5. Speak with one voice
6. Rules about what it means to be in consensus in percentages
   a. How many people agree?
   b. How to disagree? If you disagree, you need to find a way to adjust what it is so you can agree
   c. Make recommendations to other governing bodies
7. Who votes? Coaches, guides? People responsible get to vote
8. Put it out there and does anyone disagree – framework
9. Send issues out ahead of time and not putting people on the spot
10. Don’t hear anything by this date then it’s in motion
11. 80% rule – 80% not no: thumbs up or neutral; thumbs down need to discuss why?
12. Office 365 forms
13. If no vote = sideways thumb
14. Inter-cluster liaison
15. Coaches vote for now