Summer Work List

Plymouth State University

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Summer Work

Cluster Leadership Design
- Review forum materials to date
- Brainstorm team members and availability
- Create IC-specific leadership team design options
- Decide team organization for transition year
- Create IC-specific transition plan
- Deliver cluster transition workshops
- Guide role evolution
- Document and outline next steps

IT Project Support
- Review IT specifications and selected vendor plan
- Participate in IT vendor workshops
- Evaluate and provide feedback on iterative prototype functionality
- Deliver IT tools training and support material
- Document and outline next steps

Workshops / Training
- Plan for Cluster Days organization/brainstorm
- Facilitate Cluster Days, August 28-30
- Assist in facilitation of University Days, August 23-25

Curriculum*
- Develop template syllabi recommendations for cluster-related curricular experiences
- Create a plan/method for delivering syllabi template to faculty for feedback

FYS*
- Redesign and plan for the challenge-based First Year Seminar courses

Gen Ed*
- Gen Ed Taskforce charged by Gen Ed Committee to:
  - Gather feedback about the four outcomes created by the Gen Ed Working Group and clarify and refine the “definition” and “framing language” for each outcome
  - Review and revise the draft rubrics created by the working group and gather feedback from faculty about the rubrics
  - Deliver the finalized set of outcomes and rubrics to the faculty for a vote in October 2017
- Gen Ed sub group to:
  - Work on theming for General Education
  - Develop job description for Gen Ed Director
  - Document and outline next steps

*Principle Policy Making Committees overseeing summer work
Partnerships
- Develop system to communicate existing/emerging partnerships
- Market accomplishments, projects, and campus happenings
- Develop templates for MOUs and ways of working
- Explore means to support relationships and keep projects moving
- Develop messaging to help set partners expectations on time and availability of students
- Document and outline next steps

Cluster Projects
- Evaluate/analyze inventory of completed IC projects
- Revise review and approval criteria and process
- Review incoming proposals and process
- Implement changes into transition plan
- Explore financial sustainability for projects
- Create training for revised process
- Document and outline next steps

Student Experience
- Evaluate/analyze IC project student experience (coming out of previous year: projects)
- Develop plans for enhanced IC student experience
- Prepare student experience engagement materials
- Deliver student engagement workshops at kick-off event
- Document and outline next steps

Institutional Logistics
- Support development of scheduling model(s), communicating regularly with faculty governance bodies
- Conduct research to identify process gaps
- Explore support structures to allow for launch of cluster leadership teams
- Document and outline next steps

*Principle Policy Making Committees overseeing summer work*