

**Coordinating Committee**  
**September 28, 2015**  
**Meeting Synthesis**

**Members in attendance:** Jim Anderson, Ron Anderson, Natalie Berens, Angelique Calotescu, Mark Carlson, June Clark, Jennifer Foley, Jerry Jeffries, Maythee Kantar, Laura King, Adam Klepetar, Cara Leubke, Kevin Lindstrom, Gretchen Long, Barbara McDonald, Ramon Padilla, Kevin Parker, Deidra Peaslee, Jim Rice, Valerie Roberts, Ralph Townsend, Elsbeth Howe, Becca Branum

**Members by WebEx:** Scott Cowan, Jim Grabowska, Josh Hanson, Dick Hanson, Jonathan Heimer, Andy Nguenkam, Tracy Rahim

**Members absent:** Richard Barnier, Yunuke Nyanamba, Corinne Salone

**Guests & staff:** Jason Fossum, Kari Campbell, Jaime Simonsen

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1. Introductions
2. Review agenda
3. Discussion and review: Coordinating Committee charge document – *attachment*
  - Review draft charge document:
    - Clarified: website listed under committee information is public and should be shared widely. Same website as was used with implementation teams last year.
    - Under Roles and Responsibilities - Suggestion to strike “campus” under campus-level and cross-campus planning since ideas may come from other venues, such as associations.
    - Discussion regarding roles and clarification that Leadership Council (made up of all presidents and system office cabinet) and Board of Trustees is responsible for the work plan and they will look to Coordinating Committee for advisory role.
  - ACTION ITEM: Frequency and timing of meetings
    - Need to consider cycles of work on campuses
    - Committee agreed to initially meet monthly in the short term then move to bi-monthly and to cancel meetings if there’s nothing substantive in terms of topics
    - *Next Steps: Jaime will identify potential meeting dates for remainder of fall semester and January 2016 and follow-up with a doodle poll*
  - ACTION ITEM: Selection of committee co-chairs
    - Ron Anderson will serve as one of the chairs as indicated in the charge document.
    - Jim Anderson (MSUAASF), Scott Cowan (MSCSA), and Josh Hanson (MSUSA) were nominated to serve as co-chairs. Committee members agreed, and this team of four will co-chair the committee.

- *Next Steps: All members to review “Commitments to Members” section of charge document. Previously developed by Steering Committee and agreement that these are important to have. Please send any feedback to Jaime. These will be discussed at the next meeting.*

#### 4. Work plan overview and discussion – (Ron Anderson)

- Lots of work over the summer by the Leadership Council’s Executive Committee to draft this work plan which was then shared and reviewed by full Leadership Council in early September
- Campuses were asked to overlay their own campus work plans with the CTF initiatives to see where there was existing work going on that could be built on as we move forward with the work plan
- DISCUSSION:
  - Question about legislative mandate – explanation that the Academic Planning & Collaboration team had to respond to the transfer legislation and that work went into March so there was not time left for digging into other elements
  - The gray boxes at the end of each section reflect that the work that is outside of the CTF initiatives but related
  - Question about campus teams and how these are being constructed.
    - They will look different at each campus – some are using existing groups while others are using new structures that are connected to the way campuses work
    - President McDonald shared that at NHCC there’s an existing group that can pick up this work and that seems like it will work well
  - Question about whether the work plan has been widely distributed and whether there’s any sense from CTF team members that the work plan does not represent their work.
    - Jaime shared that she sent it out to all CTF implementation members last week and no comments to that effect.
  - Question about how this is being communicated to students
    - Ron shared that it his understanding is that it will go out to student senates at individual campuses.
    - What about campuses where senates are not that active?
      - Roll question over to communication agenda item
  - Question regarding CTF campus teams and campus conversations
    - The system office has not requested the names of the individuals serving on local campus teams. Presidents committed to ensuring that students, faculty, and staff are a part of the local campus team.
    - How will we know that each campus has had conversation on campus? Leadership Council needs to take this up. Our group needs to take up that question and provide advice to the Leadership Council.

#### 5. Discussion: Work plan accountability measures and reporting mechanisms

- Overall accountability for Charting the Future resides with the Board of Trustees who then holds the Chancellor accountable who holds the Presidents responsible and accountable.
  - What is the role and relationship between those who attended the August Change Leadership workshop to our group's work?
    - This is a local decision with the president about how to best utilize the individuals who attended. In some cases these people are part of the campus team and in some cases these people will have roles on other campus committees to connect the work.
  - Kevin P. suggested reporting to occur in December 2015, then mid and end of term for this year. Agreement that this was a good approach.
  - Discussion about what are elements we want/need to see in terms of reporting?
    - Before we can talk about the reporting, we need to understand what the work is. This could be having a timeline of milestones for each item on the work plan so we understand the work and the pace using the dates in the work plan as a starting point.
    - We would also need to understand the status of activity that is occurring on various campuses.
6. Discussion: Communication between campus teams and the Coordinating Committee (Kevin Parker)
- Discussion that committee members have a responsibility to communicate information back out to constituent groups. The language in the committee charge document will be strengthened to call attention to this.
    - Need to keep in mind that our student associations only reach some of the students? Should our group recommend all-student communications go out? If so, who sends that out?
  - Discussion of options on how best to communicate this work. Consideration of how communication might help or hinder local campus efforts and the timing of communications.
    - Suggestion to be shared with Leadership Council that the importance of communication should come from the presidents to campus and that the Coordinating Committee or staff could provide suggestions but that presidents determine how best to share and when.
    - Does the Coordinating Committee have a role in communication? We need continued discussion on this question.
7. Work plan communication (Kevin Lindstrom)
- Agreement that we talked about this as part of the overall communication discussion.
8. Adjourned at 4:20pm