



Minnesota
STATE COLLEGES
& UNIVERSITIES

Coordinating Committee

April 28, 2016, 10:00 am – 11:30 am
System Office, Room 3310

Meeting Synthesis

Present: June Clark, Jim Rice, Dick Hanson, DeeDee Peaslee, Jim Anderson, Ron Anderson, Barbara McDonald, Kevin Lindstrom, Adam Klepetar, Jason Fossum, Jim Grabowska, Maythee Lather, Nicole Merz, Jerry Jeffries, Laura King, Tracy Rahim, Ramon Padilla

Not present: Richard Barnier, Natalie Berens, Becca Branum, Angelique Calotescu, Mark Carlson, Scott Cowan, Jennifer Foley, Josh Hanson, Jonathan Heimer, Elsbeth Howe, Cara Leubke, Gretchen Long, Andy Nguenkam, Yunuke Nyanamba, Kevin Parker, Deidra Peaslee, Jim Rice, Valerie Roberts, Corinne Salone, Ralph Townsend

Agenda

1. Introductions

2. Review January 28 meeting synthesis –*handout*

No changes made.

3. Review agenda

No additional items added

5. April quarterly report (Jim Anderson)

a. Quarter 1 Feedback Follow-Up

i. Engagement

ii. SharePoint

b. Themes from Quarter 2 reports

Reviewed changes reflected in the 2nd quarterly report. Feedback from the Coordinating Committee (CC) was used to update the 2nd quarter template to capture how campuses engaged with different constituency groups. The group felt that these changes resulted in much more detailed information than the previous quarter.

The group discussed the use of SharePoint for group discussion and engagement. This past quarter, SharePoint was not used regularly. The decision was made to continue utilizing the site, with regular links and updates regarding the site sent out to the group to encourage its use. There was discussion about centralization of CTF information. SharePoint can be used to alert the group to updated information and where it's located.

ACTION: *Folders for each initiative will be created in the SharePoint site to post new/relevant documents and information.*

The importance of having presenters come to CC meetings to update the group on CTF initiative work was discussed. It was decided that two speakers would be invited to the next CC meeting.

Observations from the Report:

The group discussed several key observations from reviewing the 2nd quarterly report.

1) *Recommending to LC that they discuss some of the challenges that were brought up within the report.*

2) *It is becoming increasingly important that we have a successful communication plan for CTF work. As the work continues to progress, it is imperative that groups get relevant information and updates out to key constituency groups for feedback.*

- a. *The group revisited the structure of CTF workgroups and bargaining group/student organization representation. Representatives need to ensure that they are bringing information back to their constituency groups to provide feedback to the workgroup as it moves forward with its work.*
 - 3) *LC will need to consider budget for CTF work in FY17, both for the System office and campuses.*
 - 4) *Capacity of constituency groups to continue to in the same way they have been in FY16.*
6. Discussion: Coordinating Committee's role in CTF Communication (Jerry Jeffries, Jen Foley, Valerie Roberts, June Clark)
- a. Coordinating Committee to Leadership Council
 - b. Campus CTF topics

Recommendation: The CC will identify key recommendations/guidance for LC. The LC will then, provide a memo back to CC, providing a response to those items.

The group discussed the purpose of the CC and identified that there might be confusion external to the group about its role. The group agreed that the CC exists to provide guidance and recommendations to Leadership Council, not to approve or make decisions on CTF items. It was agreed that the group needs to revisit the charter.

ACTION: *Send out the communication and charter documents to the group.*

7. Discussion: Transition from FY16 to FY17 (Ron Anderson & Barbara McDonald)
- a. Timeline to conclude FY16
 - b. Recommendations to LC on campus engagement in reviewing FY16 and planning for FY17
 - c. What does your stakeholder group need and expect from Coordinating Committee as we look to FY17? Given those needs and expectations, how should we think about and structure the CC's work in FY17?

The group discussed LC's work on developing and adopting the CTF FY17 work plan. The hope is to get the work plan approved with more lead time for campuses to include the work in their own campus planning efforts. The group discussed the following recommendations for the Leadership Council to consider as they move forward:

1. *Include initiatives being addressed outside of Charting the Future (CTF), but that have connections to CTF work, in the CTF FY17 work plan.*
2. *Include a budget for CTF initiatives in the CTF FY17 work plan*
3. *Review the quarterly reports from campuses to explore best practices and key learnings from FY16 and how that will inform the CTF FY17 work plan. This work needs to be communicated back to CC and stakeholder groups.*
4. *Explore how initiatives have changed since we began implementation in FY16 (what needs to be deleted, merged, etc.?).*
5. *Recommend bringing the LC and CC together for a retreat in the Fall of 2016.*

8. Updates from Leadership Council (Barbara McDonald)

Barbara McDonald presented the following updates from the April Leadership Council meeting:

- 1) *Online education strategy:*

President Pat Opatz presented on the landscape of online education throughout our system. The Presidents explored how we're doing as a system and how we could do better. They explored how the system can move forward to have a strategy around offering online education.

- 2) *FY17 Work Plan*

Presidents discussed the work required to put together the FY17 work plan for CTF. They identified initial steps, such as

- 1. Exploring what isn't in the current plan that needs to be addressed, what is completed, and what is ongoing*
- 2. Clarifying expectations/best practices around the implementation of initiatives*
- 3. Identifying connections between CTF initiatives and other related initiatives*

9. Next meeting: *proposed* – June 23rd, 11:30am-2:30pm

ACTION: *Nicole will send out the minutes from today's meeting this afternoon. Please review the recommendations made and provide any suggested edits by end of day Friday (4/29/2016).*

Items for next meeting:

- o Role of the coordinating committee in FY17*
- o Review of FY17 Work Plan*
- o Change to June 27th or June 28th from 11:30am – 2:30pm in St. Cloud due to the board meeting.*

ACTION: *Nicole will send out doodle poll for next meeting. Please respond as quickly as you can.*

ACTION: *Bargaining groups and student organizations, please send names to Nicole for who will be representing your group in FY17.*

10. Adjourn

WebEx information:

Meeting number: 632 414 245

Join by Phone

1-866-469-3239 Call-in toll-free number (US/Canada)

1-650-429-3300 Call-in number (US/Canada)