

**College of Education and Health Professions
Futures Planning Design Team Meeting
October 14, 2010**

Detailed Agenda

Pre-Work:

- Read the Appreciative Inquiry Thin Book
- Make needed progress with your sub-team work
- Send written one-page update from sub-teams to Design Team members one week prior to the October Design Team meeting—update to include accomplishments and next steps
- Identify minute note taker for the Design Team meeting
- Bring binder from the September Design Team meeting

Overall Goals:

Participants will ...

- Gain clarity about the rationale for the Futures Planning
- Experience additional appreciative inquiry orientation
- Provide needed input and agree to the work of the sub-teams
- Coordinate work among the sub-teams
- Customize the futures planning process for COEHP
- Agree to the on-going work for report out at next Design Team meeting

- Room Prep: Schedule meeting location
- Assumption: 25 Design Team members and two facilitators
- Room Layout: Five round tables that seats six per table;
Three additional rectangular tables--facilitators, supplies, food
Two or three plants (real or silk) or natural ambience in room
- AV: Screen and projector to show DVD from computer; Internet
connection to project videos from computer.
- Supplies: Name tags and pens for participants to write their names
Six to eight easels and easel pads
Markers (MJ to bring the Mr. Sketch markers)
Pen and note pad for each participant
Handouts three-ring punched
- Food: Snacks to include food (not all sweets); lunch
Drinks (including bottled water)

Wednesday, October 13

4:00 Finalize room setup and check A-V

Thursday, October 14

8:00 Welcome and Introductions

Welcoming remarks Tom

Check-in:
(to be determined) MJ

Review the agenda and rules of engagement
(flip chart for agenda/times and rules of engagement) MJ

Review location of restrooms.

Ask Team members to note change in Clarification Document
Re: Design team to be champions of this process.
(rather than re-printing the document)

To bring about transformation ... we all will need to change somehow.
And this community can be very helpful in this process.

Prep:
Create quadrant on the floor -- True/False/Somewhat True/somewhat
false ... ask participants to stand on the answer for each of the
following values from Session One ... what it means to them.

Small Group: 3 - 4 minutes ... Assume self-management team roles:
How are we operating as a Design Team?
(Chart with team formation stages ... where are we?)
How can we Operate more effectively? What needs to be done?
How do we bring about good two-way communication?
Do we have the right members on the team ... to get the
needed momentum for the expected transformation?
How to create conditions so everyone fully participates?

8:45 **Rationale for Futures Planning**

Prep: Flip chart paper on wall to do stakeholder map.

Team presents their direction recommendations and stakeholders. Craig

- Discussion.
- Gain consensus agreement.

Facilitate stakeholder identification discussion.

MJ

- People in their field
- What about other University colleagues ... Agriculture (nutrition)
- List additional stakeholders, Design Team recommender, Connector

9:40 **AI Orientation**

MJ

Supplies: AV projector and volume amplifier; DVD

AI Thin Book: What resonated with you?

Why could this approach be useful for COEHP now?

Review Theory U --

Distribute Handout

What are examples of the following:

- Listening – Voice of Judgment
- Voice of Cynicism
- Voice of Fear

Break

10:15 DVD: Fusion of Strengths

MJ

Discuss the implications from this DVD for the work of the sub-teams. (e.g. power of positive images, words, emotions, etc.)

10:50 **Sub-Team report-outs**

MJ

Binder: refer to Milestone schedule

- *Progress report and discussion*
- *Process update – (three minutes)—team learning*
 - *Status of forming teams*
 - *How do they meet (face to face, etc)*

- *How often?*
- *What is working*
- *What support is needed*
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Logistics – date, location	Jeremy
<ul style="list-style-type: none"> ○ Discussion. ○ Gain consensus agreement. 	
11:10 Interviews	Fran
<ul style="list-style-type: none"> ○ Discussion. ○ Gain consensus agreement. ○ Team Process Update 	
<i>12:00 Lunch</i>	
1:00 Research/Historical	Natalie
<ul style="list-style-type: none"> ○ Discussion. ○ Gain consensus agreement. ○ Team Process Update 	
1:20 Communication <i>(what are some comments that we need to pay attention to already?)</i>	Sharon
<ul style="list-style-type: none"> ○ Discussion. ○ Gain consensus agreement. ○ Team Process Update 	
2:00 Logistics	Jeremy
<ul style="list-style-type: none"> ○ Discussion. ○ Gain consensus agreement. ○ Team Process Update 	
2:30 Evaluation	Claretha
<ul style="list-style-type: none"> ○ Discussion. ○ Gain consensus agreement. ○ Team Process Update 	
2:45 Documentation	Sean
<ul style="list-style-type: none"> ○ Discussion. ○ Gain consensus agreement. ○ Team Process Update 	
3:00 Break	

3:10 **Team Values** document ... *update it based on the team reports.*

MJ

How well are we doing living out our team values?

How well are we working towards achieving desired metrics?

To what extent can the DVD that we saw this morning further inform our work?

Schedule:

- October – conduct pre-Summit interviews
- November – finalize the theme for COEHP
- December—complete planning and most preparations for the Summit Logistics

Scheduling January date?

Summit Video – different organizations ... review the 4-D cycle; what values are being manifested through these videos?
How do these videos inform you about the COEHP summit?

3:50 **Questions & Answers**

MJ

What additional areas need discussion today for this work to be successful?

What needs further explanation or review in our October meeting?

How to support those people who were not able to attend this meeting?
(How about a buddy to orient you)

Are there two or three graduate students interested in helping facilitate the Summit?

4:00 Meeting Assessment – what would strengthen our next meeting?

Flip Charts

Rules of Engagement

- Adhere to the schedule (start and end on time)
- Listen for understanding
- Be 100% responsible
- Be fully present
- Cell phones on vibrate