

MEETING OF THE STRATEGIC PLAN GOAL 7 TEAM  
JULY 20, 2012, 3:30-4:30  
MINUTES

We followed the Agenda prepared and distributed on July 19 by Co-Chair Louise Francis.

1. Marie Hairston gave a brief presentation about the Working Group of Managers initiative to improve service and core competencies, foster staff development, and examine how staff can be supported. Marie wanted to notify the Goal 7 Committee in case there was overlap with our projects and goals.
2. We engaged in a discussion with Jake Hornsby, Chief Information Officer, and Alex Shapiro, Director of Communications. The bulk of the discussion centered on how the Master Calendar could be designed with a more integrated approach. Using an example of one kind of event (symposium), the group brainstormed on how the process of scheduling and planning events could be streamlined and made more automatic. The new UCH calendar program is "Active Data Exchange"; event planning capability is there but we did not buy it. The idea was to start with a more basic program at the beginning and add extras later. Jake and Alex advised that training on the new calendar system is scheduled for the following week and they would be evaluating it. Alex pointed out that room reservations must still be done via Ad Astra. Louise took a photo of the whiteboard to keep a record of the ideas that were generated.
3. We agreed to schedule another meeting with Alex and Jake to explore additional questions that were listed in Louise's email since Alex had not received the questions and needed time to be able to respond. Rachel Goodman, the Academic Program Coordinator for the Center for State and Local Government, attended the Committee's July 11<sup>th</sup> meeting to describe preliminary work she has done on event planning improvement. It was agreed that Rachel would join the Goal 7 Committee so we could work collaboratively on a better event planning system. Louise will send around another Doodle to schedule the next meeting.