

## 'ACTION CONVERSATIONS:' REPORTING TEMPLATE

**Date, Time, and Place of Conversation:** 10/14/14, 12:00. Tehama 303

**Duration of the Conversation:** 1 hour

**Convener:** Judy Hennessey, Mike Spiess, Mike Schilling

**Moderator:** Judy Hennessey

**Reporter:** Amanda Muller

**Number of Participants:** 5

**Type of Participants:** Various staff, faculty, and management from several divisions

### Theme #6

**The major ideas / proposed actions / implementation steps/ assessment of priorities emerging from this conversation are:**

Passed out Administrative processes draft for review

Draft out for review

Action List:

- Establish any gaps we have
- Develop scheme for actions in our groups

Cal State S4: delivers risk management documents (service learning and internships)

- Any time you take kids off campus (field trips)
- Site management
- Monterey Bay developed it
- Process improvement

Web Management from Advancement

- Viewing from internal and external perspectives.
- Capital campaign to the non-silent phase next summer (Part of process E. 11)
- We need a Webmaster

Action: To review for lags or expansions on Administrative Processes

Additions:

We did not include web. (ERP/Workflow) addition to (B. 3)

RFP for student-based portfolio (Not necessarily for our theme, probably best suited for Student Success Theme)

Distributed: Theme Initiative Priority Rating (difficult) and Evaluation Rubric (simple)

Action: Take 2-3 actions

Need a modified version of the Theme Initiative Priority Rating worksheet