



APRIP Sub-team Leadership Orientation  
Rudman Board Room, UMS Central Offices, Bangor  
Friday, February 13, 2015  
12:30 – 3 p.m.

Present: Lisa Leduc (Criminal Justice), Kathy Yardley (Education), Dana Humphrey (Engineering), John Zaborney (History), Jane Smith (Languages), Karen Wilson (Marine Sciences), Terry Colby (Nursing)

Absent: Ivan Manev (Business), Karen Beeftink (Recreation & Tourism)

- Chancellor Page introduced Ellen Chaffee and welcomed and thanked participants and emphasized the unprecedented nature of the work of APRIP OC and the sub teams and framed the task as creating a process that will become part of the DNA of the University into the future.
- Kate Foster, Jeff Hecker, and Ray Rice echoed the Chancellor's welcome and shared their excitement about the prospects to come
- Cynthia Huggins provided an update on progress from CAOs on second round of sub teams. A draft list of teams is expected by mid-March so that team can be named this spring and work can begin in September. Reports from round one are due by May 31, 2015.

Three key questions (What? How? Resources?) provided a framework for the orientation.

What?

- The group reviewed three key documents. 1) sub team leadership page describes role, 2) Charge to the sub teams, 3) template for report due May 31, 2015
- The possible benefits and drawbacks of changing the name “sub team” were discussed. Innovation Team and Academic Innovation Team were suggested. Academic Innovation could also replace the APRIP name. Some expressed concern that a name change might complicate communication further.
- Ellen clarified section C. indicating that the focus of financial discussion should be on closing the system's fiscal gap NOT a detailed cost benefit analysis. She also encouraged team leaders to bring barriers to progress to Ellen's attention.
- The relationships among quality, access, and cost were discussed. It is possible to improve quality and access and become more financially sustainable.
- The CAO is point person for communication on campuses.
- The charge is to recommend changes - can be as many as you like. Sub teams need not achieve consensus. Every campus doesn't need to do everything.
- Focus on long term goals. The work of the sub teams is not likely to impact AY 15-16

How?

- There is no expectation that the team will resolve tensions that are not of your making. Team leaders were encouraged to do all they can to build trust. Developing ground rules within the group may help.
- Team leaders are expected to develop a time line to ensure report is ready by May 31. The work plan could include weekly conference calls with Ellen and Cindy, and a mid-term status update.
- Expert conversations, by web conferencing, to bring expertise to the table from within or outside the UMS. Could be archived for viewing by others at a later date.

- A library of materials will be made accessible to all participants

#### Resources?

- Sub team leaders can request facilitators, scribes, and/or logistical help from Dave Stevens. PLEASE MAKE YOUR NEEDS KNOWN TO DAVE ASAP.
- Mileage costs will be reimbursed. Sub team leaders should develop and submit a budget that includes estimated costs of meals & hotel costs for face to face meetings and any other costs sub teams are expecting to incur. Ellen will discuss the budget with Becky. Participants should submit expense form to Ellen for mileage costs associated with orientation.
- Sub teams can design their own approach. They have lots of degrees of freedom (e.g. work online on a scheduled basis; come together for a retreat or summit).
- Specific data requests should be submitted ASAP
- Team leaders should be back in touch with team members asap to set up next steps.
- Dick Thompson (UMS information technology services) indicated that multiple electronic logistical tools available and that Mikel can assist with access. He also briefly discussed this process as an opportunity to enhance the way we communicate across the geographic distance with technology.
- Mikel Leighton provided a demo of google groups site. He can also assist with poly com set up (until the administrative staff currently being hired is on board)

#### Discussion:

- The System must deal with barriers to cooperation by removing incentives for competition; this initiative requires a great deal of trust.
- System officials are aware of many barriers. Sub team leaders need to notify Ellen or Cindy Huggins asap when they identify an administrative issue that needs to be addressed in order to support the team's work. Leaders requested that the "long list" of barriers already identified be posted on the OC/Subteam Google Group site, and that will be done.
- Participants also requested posting of a contact list – people who can be contacted for various kinds of support. The APRIP flow chart needs updating. These, too, will be done. Note that Ellen and Cindy are "universal go-to" people for any and all requests or concerns.
- Ellen would like to have weekly conference calls with sub team leaders and a "mid-term" face to face meeting in late March. She will send out Doodle requests to identify dates and times that work for most. She also welcomes email or phone calls with individual leaders any time.

#### **ACTION SUMMARY**– please:

- Let Dave Stevens know your wishes regarding access to a facilitator, scribe, and/or administrative logistics assistance (e.g., setting up meetings). If you're not sure, call him up and discuss it with him.
- Let Dave Stevens know your data needs as soon as you can. In most cases, it will take time to respond, so the sooner you ask, the more likely you will have helpful data in time to use it.
- Respond to Ellen's email request, when it comes, for input on scheduling conference calls and mid-term meeting, through the Doodle scheduling system.
- Suggestion: develop a timetable for your team – the major steps you will want to go through and when they should be done in order to finish by May 31. One starting point: can you have one or more initiatives identified and in rough draft form by the time we have our mid-term meeting?
- Prepare a team budget for any potential expenses other than mileage (which will be reimbursed upon receipt of the proper documentation). This is due not later than March 15, and no expenses other than mileage will be reimbursed until your budget is officially approved. Submit both mileage and budget to Ellen ([ellen.chaffee@gmail.com](mailto:ellen.chaffee@gmail.com)).