Agenda

Requesting that participants be seated by Cluster

2:30 – 3:00 President Birx

3:00 – 3:45 Re-thinking Administrative Support Needs for Clusters

  3:00 – 3:05 – Goals/Outcomes/Givens
  3:05 – 3:15 – Review of current set of functions and how they were developed
  3:15 – 3:25 Interactive Activity by Cluster
      Changing and emerging functions, core functions to maintain,
      Unique functions of the cluster, and Ideas for consideration
      5 minutes per individual / 5 minutes sharing in group
      ( will collect all ideas, transcribe, and provide for everyone)
  3:25 – 3:35 Report out by table – top 2 ideas
  3:35 – 3:45 Next Steps

Listening session Thursday, Nov. 9\textsuperscript{th} 9:30 – 10:30 Merrill
Continued discussion with Q&A

3:45 – 4:00 Council Time
Goals

- Update and clarify messaging for consistency and accuracy of information
- Explore support team structures and administrative support needs for clusters and disciplines that address core functions, emerging functions, changing functions, and functions unique to a cluster/discipline.
- Identify opportunities for collaboration and innovation for transitioning and anticipating future needs
- Percolate ideas for how these functions could be refined, further developed, and addressed collaboratively
- Build upon our administrative assistants’ strengths, knowledge, experience, and creativity
- Empower our administrative assistants to be change agents

*These goals will be ongoing as we navigate the University transformation*
Outcomes

- Shared understandings and clarification regarding role of Administrative Assistants in University transformation
- Collection of Ideas regarding Support Needs, Functions, and Structures
- Confirmation of Core Functions, identification of changing and emerging functions, and identification of unique functions
- Establishment of Next Steps
Givens

- Affirmation of our care and valuing of our Administrative Assistants
- Intent is NOT to reduce staff but to re-organize and re-consider functions and roles in order to meet changing and evolving needs of clusters, faculty, students, and emerging technologies and to develop more efficient processes
- Support needs are changing and evolving; so too, technologies
- Ongoing Professional Development for all will need to be a new norm
- Training will be provided to assist with ongoing professional development to meet changing and emerging support needs and functions
- Some of the current Chair duties will fall into the categories of support functions
- Professional Development opens opportunities for career development
Key Document Sites

Leadership, Management & Administrative Functions – Jan 2017
https://campus.plymouth.edu/clusters/cluster-leadership-development-documents/

Academic Administrative Assistants Responsibilities - April 2017
https://campus.plymouth.edu/clusters/faculty-staff-resources/events/

J&S and TE&SD Leadership Team Design Workshop – June 2017
https://campus.plymouth.edu/clusters/cluster-support-meeting-september-14-2017/

Cluster Support Function Documents – September 2017
https://campus.plymouth.edu/clusters/cluster-support-meeting-september-14-2017/
PSU: “The Murky Middle”

- 3 Deans Administrative Model
- Provost Administrative Model
- Departmental Model
- Integrated Cluster Model
- Cluster Guides
- Leadership Team Formation
- Leadership Team Operations
- Departmental Support Model
- Cluster Support Model

Next Steps: Functional Analysis; Updates; and, Continued Refinements
OoAA Draft of Common Support Functions and Advanced Skills
J&S/TE&SD Leadership Design Workshop Notes: Accountabilities
Academic Administrative Assistants Responsibilities as defined by AA’s
Department Chairs/Cluster Guides: Leadership, Management & Administrative Functions
What are some core common functions needed to support programs and clusters?

☐ __________________________________________________________________________________________

☐ __________________________________________________________________________________________

☐ __________________________________________________________________________________________

What are some of the functions that are unique to programs?

☐ __________________________________________________________________________________________

☐ __________________________________________________________________________________________

☐ __________________________________________________________________________________________