**Fall 2020 PRM Retreat Agenda and Details**

**Location:** Zoom: <https://wcu.zoom.us/j/95198120566>

**Date:** Monday, August 10, 2020

**Time:** Arrive between 8:15-8:30 am / Meeting from. 8:30 – 4 pm

**Attendees:** Debby, Bekah, Andrew, Callie & Jeremy

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Agenda**

1. (8:30-8:45) Welcome Bekah and Reconnect (Callie) (15 min)
	1. 1) High for summer; 2) Way we can support you; 3)Something you are looking forward to for fall
2. Overview of Agenda & Operating Agreements (Callie) (5 min)
3. Looking Back Activity –2019/2020 accomplishments-Google Doc (Callie) (15 min)
4. 9:15 am – Quick Business Updates
	1. EOE update- progress and plan for 2020/2021 (5 minutes-Andrew)
	2. Background check policy update/plan (5 minutes-Callie)
	3. PRM club plans & transition (5 minutes-Jeremy & Debby)
	4. TDC course & gear management update & transition (5 minutes-Andrew)
	5. WOC chair transition (5 minutes-Callie)
5. 9:45—Curriculum Planning
	1. Curriculum discussions (e.g. Changes to PRM courses 260 and 370) (Debby/All)
	2. Spring 2020 Course Planning (Draft Schedule due to Rena by September 1) (All)
	3. Fall Class Enrollments and Any Concerns/Changes Needed (All)
	4. Fall teaching concerns/COVID-19 (risk management-new forms)
	5. Fall Dates – Faculty share required class field trip dates, conferences, etc. (All)
	6. Fall semester PRM weekly faculty meeting and other HS and CEAP dates (Callie)
6. 11:00 am – BREAK
7. 11:15 am—Advising
	1. Advising plan/loads/concerns for 2020/2021 (essay, assignments, “interest in PRM” etc.) (Callie)
8. **12 – 1:00 pm Lunch**
9. 1 pm COAPRT progress and next steps
	1. COAPRT Overview & Timeline-Big Picture for Bekah (Jeremy)
	2. COAPRT self-study progress report (Jeremy)
	3. Template for fall 2020 reporting due by\_\_\_\_\_\_\_\_(Callie/Andrew)
	4. Task list/timeline for items/info needed from us (Jeremy)
10. 1:30 pm – PRM Strategic Planning (For COAPRT)
	1. MVV development-we have a mission statement but not vision and values (Callie/All)
	2. Strategic plan development (Callie/All)

**3:30 pm – Closing Circle & Virtual Happy Hour (Callie and all)**

**Items for first faculty meeting (Can bring these into the retreat if we have time):**

Sign Up to Observe Adjunct Instructors

Budget priorities

PRM 483/484 wrap up and changes for next year

Travel Course Proposals for 2020/2021

**PRM Program Operating Agreements**

We propose the following communication protocols. We will…

1.  Communicate openly and honestly with one another.

2. Strive to say the right thing in the right way to the right person at the right time.

3.  Program information is confidential and personal information shared through the process is confidential. Program minutes are public.

4.  Seek balance between inquiry and advocacy. Do not hold the group hostage. E.g. 80/20 rule.  If you can agree to 80% of what is been said-go with the process!

5. Practice mutual respect. Assume positive intention of colleagues and team members.

6.   Fulfill commitments now, and for the future (time, action steps).

7. Recognize that we can disagree while still supporting each other.

8. All program members will try to limit their responses to three minutes or less during meetings.  The meeting facilitator may limit or extend the time limit for speakers at her or his discretion.

9. Any communication that affects, or has the potential to affect, the Program should be cleared through the Program Director and communicated to the entire Program faculty team. Example: proposal for change of gear use policy or a marketing effort for a new program.

10. Hold each other accountable for our communication protocols.

REMOVED: “Be mindful of group process” “Raise hands to ‘turn take’ unless enthusiasm prevails” “Listen to the one speaking without interrupting”

QUESTIONS PRIOR TO VOTING ON PROGRAM BUSINESS

1.  Is there anything we need to get clear about?

2.  Is there anything you want to add or change?

3.  Can we agree to support this?

4.  Can we accept any reasonable interpretation of this?