## Project Team:
Administrative Excellence Policy Work Team Agenda

## Date / Time:
May 18, 2012  8:30 – 10:30 am  (Week #7)

## Location:
Room 52 Bascom

## Attendees:
Judy Caruso, Brigid Daly, Kurt Dorschel (co-lead), Peg Eusch, Alice Gustafson (co-lead), Eden Inoway-Ronnie, Patrick Sheehan

## Advance Materials:
None

<table>
<thead>
<tr>
<th>TOPICS</th>
<th>WHO</th>
<th>TIME</th>
</tr>
</thead>
<tbody>
<tr>
<td>Welcome back!</td>
<td>Alice</td>
<td>5 minutes</td>
</tr>
<tr>
<td>Review policy process flow for maintaining a policy and roles and</td>
<td>Kurt/All</td>
<td>20 minutes</td>
</tr>
<tr>
<td>responsibilities matrix (will be provided)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Identify content for tools and templates</td>
<td>Kurt/All</td>
<td>90 minutes</td>
</tr>
<tr>
<td>Hierarchy (if time)</td>
<td>All</td>
<td></td>
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</tbody>
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## Next Steps and Milestones:

May 23 – Check-in (tie up loose ends on any on-going topic)
June 1 -
June 8 -

## Work Completed:

Benchmarking
Definitions of the terms “policy and process”
Process map for creating a policy

Next meeting – Wednesday, May 23 10 -11 am Room 52