Here is the facilitation plan for our November 12 meeting. As you will see from the draft agenda, below, we are so tight on time it will be difficult to get a concrete decision from our meeting without efficient use of our time. So, help me with time management to keep our process moving at a rapid clip.

You can help us manage time before the meeting. 🡪🡪 Recall the request in my previous note to jot down a shortlist (2-4) of goals you think are good candidates for improving the MPA Program. You can save us meeting time by transcribing (print) your draft goals onto 8½” x 14” photocopy paper (in landscape orientation) and bring these to the meeting. Print one goal per sheet of paper. Use a flip-chart marker (dark color). And print as big as the paper allows so everyone in the room can read your printing. That way we will be ready to go to work from the very start of our meeting.

Here is our meeting plan:

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Meeting Objective: Define your desired goals for improving the MPA program.

Meeting Deliverable: A ranked list.

Main Facilitation Process: Criteria-based evaluation of the relative importance of the various goals.

Draft Agenda:

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| --- | --- | --- | --- |
| Timing | Topic | Activity | Notes |
| 10:30 | On-time start.Introductions.Meeting Purpose. | Discussion. |  |
| 30 minutes (approx.) | Listing of candidate goals. | Post your transcribed goal statements on the wall. Discuss, winnow, combine to arrive at a working list. |  |
| 15 minutes (approx.) | Listing of the criteria you wish to use to evaluate the goals. | Brainstorming and selecting the final list of 3-5 criteria to use in our meeting. |  |
| 30 minutes (approx.) | Rank the goals. | Criteria matrix evaluation. |  |
| 10 minutes (approx.) | Discussion |  |  |
| 12:00 | Closure |  |  |

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As a reminder, here is what I came up with as some sample goals from my reading of your survey results (with help from Mike C.),

 Potential Goals for the MPA Program:

* Increase flexibility for choosing courses in the Tribal Governance program.
* Balancing faculty workload across courses in the program.
* Re-aligning the content of the core courses in the curriculum.
* Make evening core courses more user-friendly for students who work during the day.
* Additional goals from you...

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Special note: I wish to introduce Lesli Dalaba, a DRC mediator, to you. She will be observing the facilitation. Lesli is interested in becoming a DRC facilitator. One of the supports the DRC provides new facilitators is the chance to observe sessions and thereby use these experiences to learn the craft. Lesli will be bound by the same confidentiality requirement as me and she will observe the process, not participate.

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It is going to be a very busy meeting so thanks ahead of time for your willingness to tackle this challenge in the time we have available.

Cheers! Mike