

**President's Fall Retreat**  
Gustavus Adolphus College  
Tuesday, August 8, 2017

**Co-Facilitators:** Pat Nelson and Lynn Akey

**Table Topic Title & Table #:** Table 2: Moving Forward

**Number (& Name) of Participants:** 32 participants

**Key Discussion Points:**

- **Communication:** How can we engage internal and external partners with timely, relevant communication?
  - Use a variety of mediums to get information out such as: campus newsletter, podcasts, update e-mails, open forums, listening sessions.
  - Create a central web-page that contains all the plans
  - Ensure that external partners are included in the communication plan
- **Integrated Planning:** How can we integrate our planning processes?
  - Be purposeful and find intersections
  - Identify areas of overlap
  - Manage time, planning, implementation and reporting
  - Identify value and connection between the work completed and overall goals
- **Engagement:** How do we engage internal and external partners and audiences?
  - Use variety of formats for engagement
  - Demonstrate value of engagement
  - Connect between the planning and the actual day to day work that is being done
- **Tools for Planning:** What tools are needed or desired to help with planning?
  - Action plan templates to streamline the process
  - Using consistent formatting to avoid redundancy
  - Provide details, dates and allow for time to complete documentation
  - Use prior formats or work that people are familiar with