ACCS ASPIRE 2030

Frequently-Asked Questions (FAQ) Guide: Phase 1

1. **What is due by July 31, 2020?** The only thing that is due by July 31, 2020 is your narrative response to question #1 in the Strategic Planning section of the Self-Analysis. Note that you are to attach documentation of your planning committees' membership and verification of at least one meeting of those committees to that narrative response.

2. **Is there a preferred way for our committees to be organized?** No. Each college should organize their committees in a way that works best for that college, taking into consideration the college's unique characteristics and situation. However, if you choose to organize committees by campus, you must do so in a manner that ensures those committees are not working in silos, that they are made aware of the natural tendency to focus only on that campus' needs, and that their work is brought forward to at least one larger committee that is charged with assimilating work at the broader, whole institution level. You will justify your committee structure and strategic planning process in the narrative response to question #1 in the Strategic Planning section of the Self-Analysis.

3. **How many internal and how many external stakeholders should we involve?** There is no predefined expectation for the number of people to involve. However, the involvement should be broad-based – include representatives from as many stakeholder sectors as possible. Ensure that all major communities served by the college are represented. See examples of stakeholders given on page 6 of the ACCS ASPIRE 2030 Request for Proposals: Phase 1.

4. **Do our planning committees have to meet in person or can they meet online?** Due to the COVID-19 pandemic, virtual meetings are perfectly acceptable and may even be preferred, especially where social distancing space is limited.

5. **How many meetings should each committee have before July 31, 2020?** Only one meeting is required by July 31, 2020. This can be considered an orientation meeting, if desired. Submission of documentation of additional meetings, either before or after that date, is not a requirement at this time, but you should maintain attendance records and minutes of those meetings in case you are asked to provide additional information on community involvement in your planning process at a later date.

6. **What kind of information do you want for each committee member under "Role / Responsibility" on the committee membership form?** Here are some examples of what would be acceptable (these are only examples, and do not preclude different responses):
   a. For person designated as chair of the committee: "Chair/Leads the committee and manages its work"
   b. For a person designated as secretary or administrative support: "Secretary/Records and disseminates minutes and handles communication"
   c. For an external stakeholder who was selected because of his/her involvement with community development: "Member/Shares information on community development challenges from perspective of _____". (Examples for filling the blank: a non-profit working with homeless people; a local economic developer with 24 years' experience; a parent with 3 children in the public school system).

7. **What documentation of each committee member's acceptance of his/her role and responsibilities and participation is required?** The member can sign his/her initials on the committee membership form beside his/her name if he/she attends a face-to-face meeting. For virtual meetings, either take a screenshot of the attendee list while the meeting is progress, or use the virtual meeting software's reporting functionality to print an attendance report after the meeting concludes. Make sure there is a connection between how participants are identified on the attendee list/attendance report and how they are listed on the committee membership form so that their participation can be easily verified. If there is no such connection, write the name of the committee member beside their attendee identifier on the virtual meeting attendee list or attendance report.

8. **What is the format for the submission due on July 31 (the narrative for question #1 under Strategic Planning and documentation of committees?** Use the same formatting instructions as for the full Self-Analysis given in the ASPIRE 2030 Request for Proposals: Phase 1 (pages 7 – 8). Include a cover page to identify your college, but do not include a cover letter at this time and do not submit a bound, hard copy.