

BioXFEL STC Strategic Planning Preparation at ASU

Monday, February 3, 2014	
	<p>PI's arrive in Tempe, AZ at the: Tempe Courtyard Marriott 601 S Ash Avenue, Tempe, AZ 85281 (800) 321-2211 * Shuttle service from the airport is provided. Please call in advance with your flight information.</p>
Tuesday, February 4, 2014	
8:00 am to 8:30 am	Breakfast on your own at the Tempe Courtyard Marriott
9:30 am	<p>Welcome by Ed Lattman and John Spence at ASU Tempe, Old Main, Auditorium (Directions to Old Main are attached. It is a 15-20 minute walk from the hotel.)</p>
9:40 am to 10 am	Update on the BioXFEL Center from an administrative perspective- Ed Lattman
10:00 am to 10:30 am	Scientific progress report- John Spence
10:30 am to 12:30 pm	Review of the scientific presentations for upcoming beam time applications- Each PI
12:30 pm to 1:30 pm	Lunch at Old Main
1:30 pm to 2:30 pm	Summary of and suggestions for the beam time applications - Ed Lattman & John Spence
2:30 pm to 4:00 pm	Planning/collaborative time for beam time applications for all collaborators
4:00 pm to 4:15 pm	Coffee break
4:15 pm to 4:45 pm	Review of the draft strategic plan- Ed Lattman
4:45 pm to 5:30 pm	Education & diversity preparation for strategic planning – Margarita Dubocovich
5:30 pm	Dinner at a location of your choice eg. walk to "Tricks" 114 E. 7th St Tempe, AZ

Wednesday, February 5, 2014

Please see below the agenda and objectives provided by Giant Leap Consulting. Breakfast and lunch will be provided.

BioXFEL STC 2013	
DAY 1 – SYNERGISTIC RESEARCH PLANNING	
8:30-9:30	<ul style="list-style-type: none"> • Introductions and review of planning framework and session objectives/outcomes
9:30-10:30	<ul style="list-style-type: none"> • Welcome from Director Lattman
BREAK	
10:45-11:30	MISSION & VISION <ul style="list-style-type: none"> • Review and refine BioXFEL Mission and Vision statements.
11:30-2:15	OPTIMAL OUTCOMES - RESEARCH <ul style="list-style-type: none"> • Discuss <i>synergies</i> between BioXFEL research thrusts. Identifying long-term optimal synergistic research outcomes that can only be achieved through an STC.
(LUNCH BREAK 12:30-1:15)	
2:15-4:15	METRICS & MILESTONES - RESEARCH <ul style="list-style-type: none"> • Discuss interim results needed to achieve synergistic outcomes. Identify near (<3 years) and long (4-10 years) specific, realistic milestones that will represent successful progress.
BREAK	
4:15-4:30	<ul style="list-style-type: none"> • Wrap up for day.

National Science Foundation - Science and Technology Centers 2013

Strategic Planning Workshop

Workshop Objectives	Deliverables ("Roadmap")
1. Come to alignment as team: Realign around Center's overall scientific mission and vision for success within each plan area	<ul style="list-style-type: none"> • Mission and Vision statements • Long term optimal outcomes for 4 plan areas: Integrative Research, Education, Knowledge Transfer and HR/Diversity
2. Define how STC will track progress toward their vision for success - and identify near and long-term, <i>results-oriented</i> milestones that Center needs to achieve along the way	<ul style="list-style-type: none"> • Management "dashboard" of progress tracking metrics and specific milestones for each plan area - short (1-3 yr), mid (3-5 yr) and long (5-10 yr)
3. Identify resources and activities that will best enable STC to achieve defined milestones, clarify expectations around participation in various plan areas, and identify concrete next steps STC needs to take	<ul style="list-style-type: none"> • List of STC programs/activities that can support progress toward milestones, and related resources that can be leveraged • Guidelines for STC member participation • Consolidated set of near-term (<1 yr) actions - what, who, by when - that need to happen to drive STC toward achieving first set of milestones

Dinner this evening will be provided for all Center members including some ASU administration. Dinner is at 7 p.m. at:

Café Boa
 398 South Mill Avenue, Tempe
 (480) 968-9112
www.cafeboa.com

Thursday, February 6, 2014

Please see below the agenda provided by Giant Leap Consulting. Breakfast and lunch will be provided.

DAY 2 – BROADER IMPACT AREAS PLANNING	
8:30-8:40	<ul style="list-style-type: none"> Review agenda for day.
8:40-10:40	<p>OPTIMAL OUTCOMES – EDUCATION, HR/DIVERSITY, KNOWLEDGE TRANSFER</p> <ul style="list-style-type: none"> Discuss the (distinctive) impact that BioXFEL wants to make in Education, Human Resources/Diversity, and Knowledge Transfer. Identify long-term optimal outcomes for each broader impact area.
BREAK	
10:50-12:15	<p>METRICS & MILESTONES - EDUCATION, HR/DIVERSITY, KNOWLEDGE TRANSFER</p> <ul style="list-style-type: none"> Discuss how BioXFEL will track progress towards outcomes in each of these areas. Identify the most informative metrics and set near (<3 years) and long (4-10 years) specific, realistic milestones that will represent successful progress.
(LUNCH BREAK 12:30-1:15)	
1:00-3:15	<p>ACTIVITIES & ACTIONS – ALL PLANNING AREAS</p> <ul style="list-style-type: none"> Discuss critical mechanisms and policies needed to support BioXFEL outcomes: <ol style="list-style-type: none"> Decisions re: allocation of resources Evaluating team member contribution and engagement Team communication / cyberinfrastructure needs Identify key related “to-dos” that need to happen in next year.
3:15-3:30	<ul style="list-style-type: none"> Wrap up – clarify next steps for further strategic plan development

Meeting adjourned.

Shuttles can be arranged through the hotel to the airport, or a taxi company servicing Tempe and Phoenix is:

Apache Taxi
(480) 804-1000

Please be sure to submit all travel reimbursement requests electronically or via mail to:

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