

**Community/University Collaboration
Visioning Process Guideline**

**Center for Community Studies, Hammons School of Architecture
Drury University**

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Introduction:

- Community education and preparation
 - The intent of the community/university collaborative visioning process is to assist small communities and community organizations in the development of long term visions for their communities and/or organizations. This process seeks to assist the communities and organizations by helping them to organize, assess, research, explore, evaluate, critique and prioritize a range of community values and visions for consideration and implementation over the next 15-20 years.
- Community/university collaborative process
 - Greater community
 - Drury University, Hammons School of Architecture, Center for Community Studies
 - University of Missouri-Extension
- Visioning “tool kit”
 - The physical product of the collaboration is a document that outlines the issues investigated, the concerns raised and the recommendations made during the semester long involvement of the students from the Center for Community Studies, Hammons School of Architecture, Drury University.
 - This document should be considered a visioning “tool kit”. This tool kit will be used by the community’s Visioning Advisory Committee after the end of the semester study as the basis for developing the community’s specific long term visioning plan.
 - The tool kit document is not the community vision.
- The Visioning Advisory Committee prepares the community vision
 - After the visioning tool kit document is delivered to the Visioning Advisory Committee, the committee should spend time reviewing the document, debating the pros and cons of the ideas presented for the community’s consideration, formulate its own long term vision for the community based upon the insights raised by the study, devise a process for enfranchising the broader community into the visioning discussion/review and prepare a resolution for city council consideration recommending the developed community vision.

Community Responsibility:

- Organize and promote the visioning process throughout the community
 - The sponsor of the community’s visioning project shall be responsible for:
 - Organizing the broader community’s involvement and support of the visioning project. There must be a broad awareness of and participation in this process; there does not have to be total support of the visioning process, but a willingness to be involved and speak one’s mind. All voices must be heard.
 - Promoting a climate of open dialogue, free inquiry, speculation and friendly disagreement. The sponsoring organization shall make sure that everyone in the regional community is aware of the process and encouraged to come participate in the process.

- Appoint a 7-12 member Visioning Advisory Committee
 - The sponsoring organization shall appoint a Visioning Advisory Committee. This committee should have an official, sanctioned community charge; preferably from a community governmental body.
 - The length of the committee appointment shall be for one-year; the term of appointment can be extended. It would start before the design team from Drury University arrives and continue after the departure of the Drury team until the long term community vision is developed and a resolution presented to the City Council.
 - The composition of committee: (The members do not have to be city residents, but should have a vested interest in the community. Committee members could represent more than one constituency group.)
 - Youths (at least two)
 - Youth organizations
 - Senior organizations
 - Community organizations
 - Business owners
 - Downtown property owners
 - Financial institutions
 - Family interest groups
 - Tourism interest groups
 - Churches
 - Regional interest groups
- Prepare a formal charge for community action
 - **Charge:**
 - *The Visioning Advisory Committee shall represent the community in the community-university collaborative visioning process. Serving as the surrogate client in the visioning process, the Visioning Advisory Committee shall seek to represent the various community constituency groups which they represent to the fullest of their ability. The committee members shall be a conduit for the transmission of information to and from the various community constituency groups which they represent.*
 - *The Visioning Advisory Committee shall be responsible for promoting the visioning process throughout the community and seeking to enfranchise the full community into the process.*
 - *The Visioning Advisory Committee members shall attend all public meetings where the community's vision is being discussed.*
 - *The Visioning Advisory Committee shall receive and review the document prepared by the Center for Community Studies, the visioning tool kit.*
 - *The Visioning Advisory Committee shall continue to meet after receiving the document to prepare the community's long term vision plan.*
 - *The Visioning Advisory Committee shall devise a process for public review of their long term vision.*
 - *The Visioning Advisory Committee shall prepare and present a resolution to the City Council recommending the acceptance of their long term vision plan.*
- Advertise the visioning process and each community meeting
 - The visioning committee and the sponsoring organization shall be responsible for advertising each of the formal public meetings and for maintaining the community discussion between formal public meetings.
 - The Drury design team can assist in preparing fliers if the community takes responsibility for distribution
- Provide copies of resources and/or access to resources: maps, reports, photos, plans, etc.
 - The visioning committee and the sponsoring organization shall be responsible for helping to collect or facilitate the collection of community and regional resources.

- Participation and continuity
 - A prerequisite for membership on the Visioning Advisory Committee should be the expectation that each member will attend each of the formal public meetings and participate in the working meetings after the semester is completed and the tool kit is submitted.
- Provide a meeting room to accommodate 50-60 people
- Provide drinks and refreshments at each of the public meetings
- Provide a meeting/workspace for the design team during the community visits
- The transfer of the contractual funds to Drury University shall occur before the beginning of the semester.
 - Make the check payable to:
 - Drury University-(*project name*)
 - Mail it to:
 - Mr. Jay G. Garrott
900 N. Benton Ave.
Springfield, MO 65802
- Make a presentation to the student design team at Drury University's Springfield campus on the first day of classes at 2:00 pm at the Hammons School of Architecture building.
 - This could be presented by one or more people from the community
 - The presentation should explain the context and history of the community
 - It should outline the community's needs and wants
 - It should describe the scope of the project as the community sees it at the beginning of the process
 - This can be presented using a PowerPoint presentation, handouts or other visual materials
 - The presentation should last about 20-minutes

Committee Responsibility:

- Choose a committee "chair" to serve as the liaison between the community and universities
 - The committee should choose a person who will assume the responsibility of being the principle contact person between the committee members and the other members of the collaboration teams. This person might be considered the committee Chair.
- Provide continuity of participation and feedback
 - The continuity of committee participation and feedback throughout the semester is crucial and must be stressed when inviting people to be members of the Visioning Advisory Committee.
- Be accessible for input pertaining to particular areas of interest as needed
 - The committee members should be strong advocates for their particular interest groups and willing to assist in helping the design team understand the needs of their constituency group(s).
- Take responsibility of the community visioning process after the Drury team transfers the visioning tool kit to the committee at the end of the semester
 - Preparation of the community vision
 - Review, revise, affirm, reject the recommendations presented in the visioning tool kit and prepare the committee's vision recommendation for the community
 - Prepare a community review and input process for refining the committee's vision
 - After community review and input, prepare a resolution to be presented to the City Council requesting that the committee's vision be adopted

Meetings:

There will be four meetings in the community

- First Meeting:
 - Meeting with the Visioning Advisory Committee, community members and tour of the community
 - It is not mandatory that all members be at this meeting or be present for the entire time. The purpose of this meeting is for the design team to meet the committee members that they will be working with and develop an overview of the community and surrounding area.
- Second Meeting:
 - Community Presentation/Review—PUBLIC MEETING
 - (Discussion of initial conceptual ideas)
- Third Meeting:
 - Community Presentation/Review—PUBLIC MEETING
 - (Discussion of developing conceptual ideas)
- Fourth Meeting:
 - Final Presentation of Recommendations—PUBLIC MEETING

At each of the public meetings the design team will make a PowerPoint presentation with accompanying display boards. The display boards will be left with the committee after each public meeting so that they may use them to broaden the discussion within the community between the formal public meetings. These boards should be displayed throughout the community: library, city hall, storefronts, churches, schools, senior center, VFW, bank, coffee shops, etc. These boards are the property of the community and can be used as you wish so long as credit is given to the Center for Community Studies, Hammons School of Architecture, Drury University for the work.

Calendar:

See attachment

- It is very important that the sponsoring organization and the Visioning Advisory Committee review the proposed calendar carefully and seek to identify major community conflicts (festivals, school events, etc.). Every effort should be made to set the calendar at the beginning of the semester so that the design team can plan their academic and work schedules accordingly in advance.
- The public community meetings will be held in the evenings at the facility provided.
- The community meetings will occur on a Monday, Tuesday or Thursday evening.
- The community meetings could begin at 6:00, 6:30 or 7:00 pm.
- The public meetings shall be scheduled for 2-hours.