

## Strategic Planning Steering Committee Meeting

February 20, 2020

Atkinson 202

The Strategic Planning Steering Committee met in Atkinson 202 on Thursday, February 20, 2020. In attendance were Mark Pelton, Dale Young, Susan Kerr, Carol Sapp, Chavonda Mills, Roddran Grimes, Sandy Gangstead, Shawn Brooks, Michael Watson, Carolyn Denard, Monica Delisa, and Cara Smith. Absent from the meeting were Omar Odeh, Chris Ferland, Suzanne Pittman, Jamie Addy, and Susan Allen.

Prior to the meeting, Mark emailed the following agenda to the committee:

- Discussion of proposed changes to the strategic plan that were submitted by Jordan Cofer and Suzanne Pittman.
- Discussion of a suggestion from Champion Michael Rickenbaker for a new action item which may replace G4 I6 AI1 (improve space utilization) which has been accomplished with the implementation of 25Live for both nonacademic events and academic classes. The new action item suggested by Michael is: “Track classroom utilization by semester for efficiency.”
- Discussion of the annual report that must be prepared for Executive Cabinet in the near future.

Mark welcomed everyone to the meeting. He also introduced and welcomed Dr. Denard as the replacement for Dr. Womack. Mark then asked everyone to discuss their thoughts on the proposed changes sent prior to the meeting.

After considerable discussion, the committee agreed to the changes proposed by Jordan Cofer, Suzanne Pittman, and Michael Rickenbaker. Mark indicated that the changes would be included as recommendations in the spreadsheet portion of the annual report to Executive Cabinet.

Cara asked to retire Goal 2, Initiative 1, Action Items 2 and 3. This should take the form of marking them as Completed/Operationalized in the report to Executive Cabinet.

Prior to the meeting, Dale, Sandy, and Mark met to discuss the development of the annual report on strategic planning. They proposed dividing the Steering Committee into six subcommittees of 2-3 members. Each subcommittee will be tasked with reviewing data entered into Taskstream for every on-going action item and producing a brief report on:

- Critical Issues/areas of concern/red flags
  - Look at the past. What didn't happen as planned—or at all?
  - Look at the future. What problems or areas of concern are anticipated?
- Key accomplishments
  - Was noteworthy strategic plan progress made? If so, provide brief examples provided by Champions in their Taskstream reports.

- Was the progress significant enough to move the university toward preeminence?

Mark mentioned that the Taskstream report template had been restructured this spring so that it aligns more closely with the format of our report to Executive Cabinet. This change should make relatively quick work for the goal sub-committees. Ideally, sub-committees should be able to complete their task and send their reports to Dale and Mark in no more than two weeks after receiving the review materials from Cara and Andrea.

Mark and Dale noted that the overall narrative report to Cabinet should be no more than 6-7 pages in length, so each subcommittee report should only be a few paragraphs at the most.

Cara said she will give the committee an update next week regarding the information added to Taskstream.

The meeting was then adjourned. The next meeting is scheduled for 2 p.m. Thursday, March 19<sup>th</sup>, 2020, in Atkinson 202.