**Strategic Planning Steering Committee Meeting**

December 14, 2017

Atkinson 202

The Strategic Planning Steering Committee met in Atkinson 202 on Thursday, December 14, 2017. In attendance were Mark Pelton, Dale Young, Linda Bradley, Andy Lewter, Chris Ferland, Susan Allen, Veronica Womack, Bob Orr, Omar Odeh, and Sandy Gangstead. Absent were Ken McGill and Robert Blumenthal.

Mark informed the committee that Suzanne Pittman had requested a very minor change to one of the metrics in Goal 1, Initiative 1, Action Item I. The Steering Committee reviewed the request and approved the minor change.

The committee discussed the recent distribution of the Strategic Plan Implementation Plan by President Dorman to all action item Champions. It was decided that Mark would post the final plan on the Strategic Planning web site the week of January 15 once faculty are back on campus. Announcements will be made via Front Page and through the VPs and Deans by email. Mark will seek to be invited to the first University Senate meeting of the calendar year to present the Implementation Plan as an informational item.

A significant amount of discussion then centered on the following topics:

* Creating a description of our key activities (e.g., review/analyze data related to accomplishment of strategic plan action items)
* Deciding on a process for committee member rotation
* Developing a regular schedule for reviewing reports related to action items
* Developing a process for recommending to Executive Cabinet proposed changes in actions items
* Determining how often we will report back to Executive Cabinet and in what format.

As the Implementation Plan has only recently been communicated to the Champions, it was decided that we would hold a four-hour workshop/Q&A for the 23 Champions in January, just prior to the start of the semester. Steering Committee members would meet at tables with Champions to answer questions about the process, and to ascertain what the Champions have done thus far to begin their projects and address action items. Possible questions to be asked of Champions could include:

* Tell us what you’ve done to start your project.
* Have you established metrics? What are they?
* Have you formed committees or work groups to address your action item(s)?

The meeting/Q&A segment would come first, with Compliance Assist training following. A working lunch should be provided. This will be a kickoff event for the Strategic Plan, and it will provide material for an initial status report to Executive Cabinet in March.

Another status report will be requested from Champions in early March, with a full-blown data report in Compliance Assist in late summer and early fall depending upon the reporting format for the specific action items.

Chris suggested that the earliest that the Steering Committee could review Compliance Assist reports related to action item accomplishment would be mid-November of each year. The Steering Committee decided to meet twice each December to review Compliance Assist reports and ascertain the progress made toward action item accomplishment. The committee will then report to Executive Cabinet in January.

Mark stated that departments, units, and colleges will report their goals in Compliance Assist to support institutional goals, and that some of those unit goals may be worthy of consideration as potential action items for the Strategic Plan. It was noted that, if the Steering Committee decided that new action items are needed, we need to find some way to vet the ideas, get them in usable format, send them out to interested parties, and recommend them to Executive Cabinet.

Though November 15 will be the target date for all reports to be in Compliance Assist, it is anticipated that Champions will report significant progress or action item completion throughout the year. Therefore, the Steering Committee should conduct ongoing review throughout the year as progress warrants.

Mark suggested that, as Director of Institutional Effectiveness, and as our Compliance Assist guru, Cara Smith should be considered for inclusion on the Steering Committee. The committee agreed that Cara would be an excellent addition to the group.

Dale suggested that the Steering Committee needs to finalize a process and procedures document and determine what will be added to the Strategic Planning dashboard. The committee decided that, to address these and other issues, regular meetings would be set on the 3rd Thursday of each month at 2 p.m.

The next meeting is scheduled for January 18 at 2 p.m., location TBA.