

STRATEGIC PLANNING COUNCIL V

Meeting Minutes

First Meeting (00/01 Calendar Year): November 2, 2000

Meeting Time: 9:00 a.m. – 11:00 a.m.

In Attendance: Tim Aurand, Richard Born, Tracy Brewer (Graduate Student), Jon Briscoe, Paula Brown, Greg Carnes, Michelle De Jean, Diane Docking, Luis Flores, Chuck Gowen, David Graf (SPC Facilitator), Russ Hagberg, David Keys, Kathy McFadden, Jeff Mercer, Jennifer Perchenko (Undergraduate Student), Chris Stakal, Robert Sullivan (Graduate Student), Brian Vollmert, Jay Wagle, Sally Wakefield

Guests: Jack Marchewka (Extranet Supervising Professor), Mark Mistic (IT Director), Sushmita Arunkumar (MIS Student and Extranet team member), Michelle De Jean (MIS Student and Extranet team member), Fion Yuen (MIS Student and Extranet team member)

Unable To Attend: Sam Baker, Sue Goad, Gerry Jensen (on sabbatical)

Prepared November 8, 2000 by: Michelle De Jean, SPC Project Manager

Major issues addressed during the first meeting of the SPC V include:

1. Welcome New Members
2. SPC V Charge
3. SPC V Action Teams

Welcome New Members

New members who will serve a 3-year term are: Tim Aurand, Jon Briscoe, Greg Carnes, Diane Docking, Russ Hagberg, Jeff Mercer. New student members serving a 1-year term are: Tracy Brewer (Graduate Student), Jennifer Perchenko (Undergraduate Student), and Robert Sullivan (Graduate Student).

SPC V Charge

<http://www.cob.niu.edu/strplan/planhome.html> (Note: The web pages will be updated soon to reflect the most current iteration of the College's strategic plan and SPC V activities.)

1. Ensure continuity between the Mission statement and the Objectives within the strategic plan. Mission statement elements that need to be reflected in the appropriate Objective framework (and subsequently, actions) are:
 - Recruiting and retaining high quality learners;
 - Recruiting and retaining high quality faculty and staff, and;
 - Utilizing delivery systems that are technologically at the forefront.

2. Ensure the completion of Assessment Frameworks for each Objective (i.e., where necessary, identify actions, outcomes, measures and timelines).
3. Monitor and facilitate the execution of the current strategic plan (i.e., ensure that measures and timelines are met and/or modified where necessary).

SPC V Action Teams

1. **Business Outcomes Assessment Team** *(linked to Strategic Objective #1 as contained within the Strategic Plan)* David Graf and Sally Wakefield provided the SPC V with an update of the work conducted in Summer-Fall 00.
 - a. Members: Tracy Brewer, Greg Carnes, Chuck Gowen, Rowene Linden, Jeff Mercer, Jay Wagle, Sally Wakefield (leader)
 - b. Charge: Complete assessment framework for learner outcomes (to include measures, activities, implementation process)
2. **Recruitment and Retention** *(linked to Strategic Objective #1 as contained within the Strategic Plan)* Jeff Mercer is working on this with Senate, and will seek SPC V input as the work moves forward.
3. **Student Career Preparation** *(linked to Strategic Objective #1 as contained within the Strategic Plan)* This action team needs to be reconstituted. One SPC V member volunteered to serve as team leader, and one other SPC V member is considering serving on this team. David Graf and Michelle De Jean to follow up.
4. **Physical Foundation** *(linked to Strategic Objective #3 as contained within the Strategic Plan)*
 - a. Members: Richard Born, Diane Docking, David Graf (team leader), Russ Hagberg, Mark Mistic, Brian Vollmert
 - b. Charge: Brainstorm ideas and construct an assessment framework for Barsema Hall with regard to:
 - teaching and learning innovations,
 - interaction/learning within and outside of the classrooms,
 - alternative delivery methods, and;
 - creating community between Naperville, Hoffman Estate, Rockford, and Barsema sites.
5. **Extranet – COB Internal Communications** *(linked to Strategic Objective #5 as contained within the Strategic Plan)*. A feasibility study for an Extranet was conducted in Summer 00 by an MIS student team. The student team presented its work and recommendation to the SPC V. In Spring 01, a BITTC student team will provide proof of concept by building an Extranet prototype.
 - a. Members: Michelle De Jean (team leader), Brian Vollmert, Sally Wakefield. Additional expertise to be sought from: Jack Marchewka, Mark Mistic, SPC V faculty and staff members.
 - b. Charge:
 - Work with BITTC as it develops prototype of the Extranet concept
 - Complete assessment framework for College communications to include refinement of the Balanced Scorecard within the Extranet proposal.
 - Recommend an implementation process for internal communications.
 - Recommend policy re information dissemination
6. **External Image – COB External Communications** *(linked to Strategic Objective #5 as contained within the Strategic Plan)*. David Graf provided the SPC V of the work conducted Summer-Fall 00.
 - a. Members: Tim Aurand, Tracy Brewer, Michelle De Jean, David Graf (team leader), Luis Flores, Jeff Mercer, Chris Stakal, Brian Vollmert
 - b. Charge: Complete assessment framework for external image (to include specific outcomes, measures, activities, implementation process).

Next Steps

Jon Briscoe and Russ Hagberg will review the work related to faculty and staff development (as developed by the SPC III-IV Creating a Learning Organization action teams) in the context of faculty and staff recruitment activities, orientation activities, and retention activities.

Each team is expected to meet at least once before the next SPC meeting. January 2001 is the target month for the next SPC V meeting. Tentative agenda items include a reporting from each working group about the group's scope, direction, and initial activities.