

STRATEGIC PLANNING COUNCIL IV

Meeting Minutes

First Meeting (98/99 Calendar Year): October 21, 1999

Meeting Time: 10:00 a.m. - Noon

In Attendance: Richard Born, Paula Brown, Michelle De Jean, Luis Flores, Sue Goad, Chuck Gowen, David Graf (SPC Facilitator), Gerry Jensen, Jackie Keener-Shook (Graduate Student), David Keys, Lynn Neeley, Jason Pederson (Undergraduate Student), Linda Schaller, Tanuja Srivastava, Chris Stakal, Brian Vollmert, Jay Wagle, Sally Wakefield, Harry Wright, Dan Wunsch

Unable To Attend: Sam Baker, Greg Carnes, John Engstrom, Maureen Finnane, Kathy McFadden

Prepared October 22, 1999 by: Michelle De Jean, SPC Project Manager

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

1. Welcome New Members
2. SPC IV Charge
3. Updated 5-year Strategic Plan - Review
4. SPC IV Action Teams
5. Long Range Planning Discussion - 10 years out

Welcome New Members

New members who will serve a 3-year term are: Sam Baker, Richard Born, Paula Brown, Gerry Jensen, David Keys, Chris Stakal, Sally Wakefield. Tanuja Srivastava will serve a 1-year term, as she is completing Doug Ayers' SPC tenure. New student members are: Jackie Keener-Shook (graduate student) and Jason Pederson (undergraduate student).

SPC IV Charge

1. Complete all incomplete areas on the current strategic plan (i.e., where necessary, identify outcomes, measures and timelines).
2. Monitor and facilitate the execution of the current strategic plan (i.e., ensure that measures and timelines are met and/or modified where necessary).
3. Begin long range planning (10 years out).

Updated 5-Year Strategic Plan – Review

As of August 27, 1999, the College strategic plan has been expanded. Each strategic objective is on a separate page and is structured to reflect the following elements: assessment framework, outcomes, measures, timelines, and next steps. Where necessary, the SPC IV will update the plan to complete statements of outcomes, measures, and timelines. Note: Before

the end of Fall 1999, the expanded strategic plan will be provided to all College faculty and staff members.

SPC IV Action Teams

1. **Career Preparation** *(linked to Strategic Objective #1 as contained within the Strategic Plan)*
 - ❑ Members: Chuck Gowen, Jim Lauer, Lynn Neeley (team leader), Jay Wagle, Sally Wakefield
 - ❑ Charge: Complete outcomes, activities, metrics, and measures for strategic objective #1.
2. **Recruitment & Retention** *(linked to Strategic Objective #1 as contained within the Strategic Plan)*
 - ❑ Members: Sue Goad, David Keys, Jason Pederson, Jay Wagle
 - ❑ Charge: 1) Identify a team leader, and; 2) Develop a recruitment & retention assessment framework that includes both graduate and undergraduate students and that addresses the College's quality standard for students.
3. **Continuing Education** *(linked to Strategic Objective #2 as contained within the Strategic Plan)*
 - ❑ Members: Luis Flores, Jackie Keener-Shook, Brian Vollmert (team leader), Jay Wagle
 - ❑ Charge: 1) Clarify the parameters, and 2) Complete outcomes, activities, and measures of CPE as well as beyond CPE (does this include all advanced degrees, credit as well as non-credit).
4. **Physical Foundation** *(linked to Strategic Objective #3 as contained within the Strategic Plan)*
 - ❑ Members: John Engstrom, David Graf (team leader), Jackie Keener-Shook, Linda Schaller. Invite: Mark Mistic, Bill Tallon.
 - ❑ Charge: Facilitate the execution of stated actions for strategic objective #3; ensure that measures are met else modify when/where applicable.
5. **Learning Organization** *(linked to Strategic Objective #4 as contained within the Strategic Plan)*
 - ❑ Members: Richard Born, Sue Goad (team leader), Gerry Jensen, Dan Wunsch
 - ❑ Charge: Expand the personnel development outcomes/definitions list to include research activities specifically.
6. **Value Added Culture – COB Internal Communications** *(linked to Strategic Objective #5 as contained within the Strategic Plan)*
 - ❑ Members: David Graf (team leader), Jason Pederson, Brian Vollmert
 - ❑ Charge: 1) Redefine this objective in terms of creating a framework for internal COB communication activities. 2) Create an assessment framework for COB internal communications.
7. **Value Added Culture – External Image** *(linked to Strategic Objective #5 as contained within the Strategic Plan)*
 - ❑ Members: Sue Braffet, Michelle De Jean, David Graf (team leader), Tom Haapoja, Larry Jacobs, Cary Kizilbash, Mark Mistic, Mona Salmon, Brian Vollmert, Harry Wright
 - ❑ Charge: Develop a framework for creating/building an external image; begin with identifying and testing assumptions, and developing a positioning statement that is aligned with the strategic plan.
8. **Long-Range Planning (10 Years Out)**

- ❑ Members: Luis Flores, David Graf, David Keys, Chris Stakal, Sally Wakefield, Harry Wright, Dan Wunsch
- ❑ Charge: 1) Identify a team leader, and; 2) Brainstorm long range planning & intent for SPC IV discussion; begin with identifying assumptions 10 years out.

Next Steps

Each team is expected to meet at least once before the next SPC meeting. January 2000 is the target month for the next SPC IV meeting. Tentative agenda items include a reporting from each working group about the group's scope, direction, and initial activities.