Minutes
University Planning Council

November 28, 2011 Time 4:00 – 5:15 PM
Library Multi-Purpose Room


➢ Minutes from 11/8/11 meeting approved.

➢ Update since last meeting:
  o Received feedback after last meeting. Three themes emerged.
    ▪ Lots of data and activity already out there that we need not replicate effort.
    ▪ We need the president’s cabinet point of view and their vision.
    ▪ More faculty need to be involved in the process.
  o Kyle visited with Dr. Dottavio on questions from first meeting, who then invited Donna to meet with him and the president’s cabinet.
    ▪ There is time to complete a new University Strategic Plan for 2016-2020, so the retreat is an opportunity to start with an informational session of all the pieces/activities that should inform the plan.
    ▪ Desire an inclusive and transparent process
    ▪ Executive Cabinet outlined current university effort that could have an impact in the next year to year and a half in the planning process:
      • Strategic Enrollment Plan – end of spring to early summer.
      • Retention Task Force – end of spring.
      • Academic Program Review – just getting started.
      • System initiative to develop metrics – end of December or January.
      • Discussion of a new capital campaign.

➢ Annual January Retreat:
  o How can we most effectively use the retreat time?
    ▪ Need to consider the different committees/task force activities and how they are they related to a strategic plan. We need to pull the information together and examine it. Presentations would be appropriate.
    ▪ If planning without this information we might make plans that are unrealistic, already being done, or in conflict with what someone else is doing.
      • Can we examine the “puzzle pieces” into one timeline?.
      • We need to know their charge, time frame, and membership.
  o Activities/Presenters:
    ▪ Dr. Dottavio should start with his goal of a new strategic plan and a challenge to dream big, be bold.
    ▪ Campus initiatives to include?
      • Branding – who we are.
      • Retention Task Force/Transition Committee
      • SGA activities
      • Alumni Survey – survey of grads 3 months post-graduation
• Possible Campus Campaign
• Academic Program Review
• Metrics/Learning Outcomes – Learning Outcomes is a piece of metrics that is still in the planning process.
• Project Graduation
• Strategic Enrollment Plan
• Campus Master Plan

Should schedule as many presentations as possible:
• Use strict time limits
• Not detailed reports just bullet points.
• Have time for questions between presenters.
• Could have a panel on some and a presentation on others.
• Have questions ready in advance.
• Ask presenters ahead of time to prepare one sheet handout that they present to us that includes their charge and timeline. We might provide them questions we want them to answer.
  o What their committee’s charge is.
  o Where they are. Their time line.
  o We ask clarification questions.
  o Provide handout in advance.

Set aside time where everyone sits down and writes what they heard that morning, pieces of their conversations at lunch, and visionary questions.

  o Attendees:
    ▪ Ask each department head to identify 2 faculty members to be there or ask Deans to pick faculty members or collaborate between Deans & department heads. Not a consensus to ask Deans or Department heads.
    ▪ Faculty Senate and one other person from each department was preferred method. Allows representation across all departments and involves Faculty Senate from the beginning in the planning process.
    ▪ Could also include curriculum committee members since this is an elected position.
    ▪ An invite from the President might improve attendance.
    ▪ Should also include Staff Council. Perhaps 1 person representing each EEO category.
    ▪ Need 5 to 6 SGA leadership
    ▪ Think the retreat can be done with 150 attendees or less.
    ▪ Should let attendees know beforehand what will happen at the meeting so they are prepared and know what is expected of them. Their mindset will be different and they will be prepared to ask questions.

After the retreat:
  o We need to have a process and timeline in place to determine how to accomplish making the strategic plan. It must be inclusive and transparent and involve people in different ways, like the website, town halls, department meetings, surveys, etc.
  o We will need to be prepared to let people know what we did with the information collected.
  o Might get feedback by putting a survey in their inbox a few days after the retreat.

Meeting adjourned with a follow-up meeting scheduled for 2:30 Thursday to plan Retreat agenda.