Minutes
University Planning Council

December 1, 2011 Time 2:30 to 4:15 PM
Library Multi-Purpose Room

Voluntary meeting to plan January University Retreat: Roll not taken

- A draft of the agenda was distributed for consideration. Recommendations include:
  - Change start time to 8:30am
  - Combine Retention and Transition presentation
  - Move Alumni Survey to after Project Graduation presentation
  - Change “Academic Program Review” to “Program Mix” and combine with Metrics and Learning Outcomes presentation

- Presenters were discussed. The general consensus was to have presenters serving on the appropriate committee/tasks force and not the chair and/or administrator in charge. There were a few exceptions including the System initiatives for Metrics and Learning Outcomes. Savage will contact each chair to discuss potential presenters and then contact the presenters. A draft will be sent to K. McGregor for review. An afternoon panel consisting of the presenters will follow lunch. J. Horak agreed to moderate this question and answer period.

- After a discussion of the desired intent for the one-page handouts and presentations, R. Gray agreed to write a template for each. UPC will review before distributing to the presenters. Presentations should be kept to 15 minutes. Scheduling in 20 minute blocks will allow for transition between presenters. Minimal introductions will be required.

- Savage will open the retreat with a theme that this retreat is taking a different approach than past years and will set the stage for a new university strategic plan. Dr. Dottavio will follow with his remarks and desired outcome for the day. He will be asked to provide highlights on the progress in current university priorities. A wrap-up will follow the afternoon panel. UPC considered doing a web site and survey as a follow-up. J. Garza will work on survey questions for UPC to consider.

- Invitees include account managers as in previous years, but also expands faculty participation by inviting Faculty Senators, award recipients, and faculty fellows. Staff Council representatives from each EEO category will also be invited. A “save the date” was sent yesterday, with a second to be sent next week for additional invitees. President Dottavio will send a formal invitation/email next week.

- Activities will take place in Ballrooms A and B with lunch buffet in Ballroom C. The larger number of participants will require that everyone return to their tables to eat. The committee preferred a pasta buffet, as well as more substantive morning coffee. Lunch will be casual, relaxed, with no planned activity or presentation other than UPC collecting questions for the panel.

- Tables will be assigned to ensure a mix of representation, with a UPC member at each table to collect questions as they arise from the presentations and conversations at lunch. These questions will be collected for the afternoon panel. In addition, UPC and presenters will be asked to submit questions in advance suitable for the panel’s consideration.

- If possible, further retreat details will be worked out via email. If a meeting is necessary, it will be on 1/9 or 1/10 to work out last minute arrangements.