Minutes
University Planning Council

February 3, 2012 Time 10:30 – 12:00 PM
Library Multi-Purpose Room

Absent: W. Atchley, A. Benavides, S. Guerra, M. Hallgarth, G. Hinga, B. Konvicka, K. McGregor, C. Rives, K. Rynearson, T. Schwertner, Monica de Los Santos (student), Colby Goodman (student), Lauren Light (student), July Danley (alum), Gary Sult (alum)

I. Announcements:
   Donna announced Dr. Javier Garza will serve as co-chair for UPC

II. Retreat Follow-Up:
   a. Follow-up survey has 58 responses so far (a response rate of about 50%), and a second email reminder to complete the survey by Tuesday, February 7th. Mike Haynes will review survey results and provide an executive summary.
   b. Donna has compiled the connection slips completed during the retreat. She will forward them to Mike to include in the executive summary.
   c. Javier observed that the survey and the retreat connections might provide some of the raw data that will be needed to do the SWOT analysis.
   d. Web Services is working on a UPC website. A suggestion was made to include an FAQ in order to respond to some of the questions attendees had about the retreat. Hope to have the web site ready by the end of next week, and will notify the campus via email with a link to the website. Website pages will include retreat information, FAQ, list of UPC members, and minutes.

III. FY13 University Priorities:
   Provost Murray has asked UPC to make a recommendation for FY13 university priorities. Donna distributed FY12 priorities as a foundation to the discussion. These priorities were revised from FY11. FY13 priorities should be derived from the current university strategic plan, but the group discussed their concern to roll priorities forward without knowing what progress has been made on existing priorities.

   The source of this information is uncertain and any information for the current year will be incomplete, but Mike Haynes agreed to work with Wayne Atchley to determine the status of each priority through FY11 year end data and current year activities.
Donna will make sure that Dr. Murray will permit UPC to delay their recommendation for a couple of weeks, and set up a meeting in two weeks from to discuss FY13 priorities in light of any information Mike and Wayne are able to collect.

IV. Process Timeline for Strategic Plan:
Javier is leading a sub-group to meet over next 2-3 weeks to focus on creating a timeline for the strategic plan process. He will email examples of other universities’ timelines, and then set meeting times to work on a timeline. This will be an important way to keep both the President’s Cabinet and the university community in the know as to where we are in the process towards a new strategic plan.

V. Future Meetings:
Our next meeting will be 2 weeks from today (February 17) at 10:30 AM. We would like to have set meetings if possible, and will discuss at our next meeting.