Minutes  
University Planning Council  
March 6, 2012 Time 2:00 – 3:30 PM  
Library, Multi-Purpose Room  

Absent: R. Gray, S. Guerra, B. Konvicka, D. Martinez, C. Rives, T. Schwertner, G. Wakefield, R. Wittie, Colby Goodman (student), Lauren Light (student), July Danley (alum), Gary Sult (alum)  

I. Approval of minutes and announcements:  
   a. Minutes were approved with one correction of the meeting location to Math Room 125.  
   b. Donna distributed a handout (attached) that provides state, THECB, and A&M guidelines for the review and submission of planning documents. Higher education is exempt from submitting a plan to the state in lieu of THECB and A&M oversight.  
   c. Dr. David Weissenburger is joining the group as representative for Enrollment Management.  

II. Executive Cabinet’s response to FY 13 priorities memorandum:  
   a. A memorandum was sent to the Executive Cabinet recommending that the current University Priorities roll over to FY13. This was approved. The same memo recommended moving the annual retreat to August in order to facilitate a more timely formulation of institutional priorities. The Cabinet asked Dr. Murray to consider this suggestion and seek more input on the best time to hold the annual retreat.  

   Dr. McGregor reported that from the initial Cabinet discussion, they viewed the retreat as an opportunity for long-range planning, not short range like the yearly priorities. January has traditionally been the best time to get the largest number of faculty and administrators together, while August is busy with getting the new academic year started. And, new this year in August will be the week long Freshman Orientation, which will make it even more challenging to find time for a retreat in August. UPC members discussed briefly that long term planning should occur less frequently (perhaps every 5 years) with annual status/updates.  

   b. The Executive Cabinet approved the timeline for the Strategic Plan so that is moving forward. They plan to start their own process of review for the university vision and mission as the foundation piece for the strategic plan.
III. Strategic Planning Sub-groups:
   a. Javier looked at many different schools for ideas on the data collection phase. The plan that follows the model we have adopted is from the Florida International University (Javier will send the url to UPC members). He distributed a handout that includes examples of what is included in the engagement plan, external scan, and internal scan. Each sub-group should add or cross off items on these lists as they consider whether or not the information will be important/impact our planning. The handout also details a gap analysis and benchmarking. These phases will come later.
   b. Donna and Javier met with Mike earlier to discuss creating a fourth subgroup of people to coordinate data requests. This will help make sure we don’t have redundant efforts going on in the sub-groups. All the data will be put on the website and be password protected so that the external and internal scan groups can both get to the information. All documents to be posted to the website should be sent to Tracy Holtman.
   c. UPC members can assist with one or more of four organized groups – campus engagement, external scan, internal scan, and data. According to our timeline
      i. the campus engagement plan is due by the end of this month. A good model to start with is QEP Plan. They have very extensive forms that we may just need to tweak.
      ii. the internal and external scan information is due by the end of June.
      iii. Both will be followed by a SWOT Analysis.
      iv. UPC will likely not meet during this time, but Javier will send out emails periodically asking where we are on each. Donna and Javier will try to attend as many of the sub-group meetings as possible.
   d. First step is identifying membership (and chairs) on the subgroups. An email request will be sent, but immediate volunteers include:
      i. Internal – Hefner, Styrong, Jones, Swam, Weissenburger, Taylor.
      ii. External – Benavides, Brown, Doty
      iii. Data – Rynearson, James,
      iv. Engagement – Doty, Duran
   e. If you know someone outside of UPC who would be knowledgeable and interested in helping feel free to ask them. Javier will send updated sub-group lists and chairs after UPC members have had a chance to respond.

IV. Next Meeting:
   a. We may not collectively meet again until later this summer. Donna and Javier will provide status reports on the sub-groups’ work, and information should be posted on the web site. The web site is holding for a few additional pieces of information, but should be posted soon.