**STRATEGIC PLANNING OVERSIGHT COMMITTEE**
**Minutes**

**Date:** January 28, 2010  **Start Time:** 12:34 PM

**Presiding:** Dr. Joseph H. Silver, Sr., Provost and Vice President for Academic Affairs

**AGENDA**

A. Call to Order - Dr. Silver
B. Update of the Planning Process - Dr. Silver
   1. Reports from Sub-Committees - Sub-committee Chairs
   2. Focus Groups
   3. Preparation for Report to Board of Trustees
C. Other Business
D. Adjournment

**Present:**

Dr. Joseph H. Silver, Sr.
Ms. Nedra Meadows, Interim Vice President, Finance and Business Services
Mr. Aristide J. Collins, Jr., Vice President, Institutional Advancement and University Relations
Dr. Marcus Shute, Vice President, Research and Sponsored Programs
Mr. Michael Lacour, Vice President, Management Services
Ms. Lucille Maugé, Chief Compliance Officer
Dr. Sean Warner, Dean, School of Education
Dr. Isabella Finkelstein, Chair, Faculty Assembly
Ms. Gay-linn Gatewood-Jasho, President, Staff Assembly

**Absent:**

Ms. Cynthia Buskey, Chief of Staff and Special Assistant to the President (*excused absence*)
Dr. Jason DeSousa, Vice President, Enrollment Services and Student Affairs
Mr. Narendra Patel, Director, Planning, Assessment and Research (*excused absence*)

**Guest:**

Dr. Jeffrey Phillips, Associate Vice President for Academic Affairs

**MEETING NOTES**

✓ Dr. Silver called the meeting to order at 12:34 PM.

✓ The minutes of the January 21, 2010 were approved as distributed.

✓ Dr. Silver said that the Focus Groups are assembling and all except the external stakeholders group should have met by February 9, 2010.

✓ It was suggested that an online survey be made available to everyone and would give us a larger group. The main thing is to begin to fashion a list of priorities that will emanate from the Strategic Planning process. Dr. Silver also stated that we need to appoint students to every committee.
Dr. Silver said that it would be interesting and informative to do a crosswalk between the current strategic plan, the new strategic plan and what was discussed at the Board Retreat. Also, we need to go back to the existing strategic plan and see what is still in place, what has been accomplished/completed and what still needs to be done. Identify all the programs and support activities that are still in place and look at the scope of the program and resources - people and material.

Dr. Phillips reported for the Strategic Plan Sub-committee in Ms. Buskey’s absence. He distributed a chart that illustrated how the Mission Statement is reflected in the Core Values that the Board defined. He said that we want to have the synergy and congruence with the Board’s expectations. The Board sets the parameters and we write the Plan. Dr. Phillips also said that his committee is in need of guidance with reference to what it is that we want to convey to the Board.

Ms. Meadows said that the Budget and Strategic Plan sub-committee will meet next week.

The Assessment and Review sub-committee has not met.

The Student sub-committee has not met.

Communications Sub-committee has started conversations with members and will meet next week.

Focus Group Instructions.

1. Identify committee.
2. Direct the committee to meet.
3. Core values should be the kick-off point.
4. Conduct a mini “SWOT” analysis.
5. Submit the final product at the end.

Faculty Focus Group will meet on Tuesday, February 2 at 4:30 PM in Harkness Hall.
Staff Focus Group will meet on Tuesday, February 2 from 3:00 PM - 5:00 PM in Thayer Hall.
In Dr. DeSousa’s absence, we are assuming the plans for the Student Focus Group are moving along.
External stakeholders will have two groups - 1 with alums and 1 with foundations and companies. Mr. Collins said that local alumni have a different view of the university and its needs than those that live out of the area. He will send the survey to the 11 chapters with some explanation.

Dr. Warner talked about the Planning Assumptions Table that he had developed from the emails he received from committee members. It was agreed that going through the process we will need to be mindful of the planning assumptions when talking about new initiatives.
Action Items

- Each committee should meet before the next Oversight meeting and report back IN WRITING.

- Update from Focus Groups.

- Dr. Silver will develop a timeline from now to September 1, 2010.

Handouts

- Core Values Per Cabinet Retreat.

- Planning Assumptions Table.

Adjournment: The meeting was adjourned at 1:45 PM.

Next meeting: Thursday, February 4, 2010, 12:30 PM - 2:00 PM.