**STRATEGIC PLANNING OVERSIGHT COMMITTEE**

**Minutes**

**Date:** February 11, 2010  
**Start Time:** 12:42PM

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

**AGENDA**

A. Call to Order - Dr. Silver
B. Review Planning Assumptions and the Environment for Planning *(from last week)*  
   Dr. Warner
C. Sub-committees Updates - *Sub-committee Chairs*
   1. Strategic Planning Process
   2. Strategic Plan
   3. Budget and Strategic Plan
   4. Assessment and Review
   5. Communications
D. Report from Focus Groups
   1. Students - Dr. DeSousa
   2. External Stakeholders - Dr. Silver
E. Other Business
F. Adjournment

**Present:**  *ALL committee members present*
   Dr. Joseph H. Silver, Sr.
   Ms. Cynthia Buskey, Chief of Staff and Special Assistant to the President
   Aristide J. Collins, Jr., Vice President, Institutional Advancement and University Relations
   Dr. Jason DeSousa, Vice President, Enrollment Services and Student Affairs
   Dr. Isabella Finkelstein, Chair, Faculty Assembly
   Ms. Gay-linn Gatewood-Jasho, President, Staff Assembly
   Mr. Michael Lacour, Vice President, Management Services
   Ms. Lucille Maugé, Chief Compliance Officer
   Ms. Nedra Meadows, Interim Vice President, Finance and Business Services
   Mr. Narendra Patel, Director, Planning, Assessment and Research
   Dr. Marcus Shute, Vice President, Research and Sponsored Programs
   Dr. Sean Warner, Dean, School of Education

**Guest:**

Dr. Jeffrey Phillips, Associate Vice President for Academic Affairs
Dr. Silver called the meeting to order at 12:42 PM and welcomed Mr. Patel back. He also thanked the committee members for their diligence in moving the agenda forward.

The minutes of the January 28, 2010 meeting were approved and it was unanimously agreed that going forward “on travel” when on university business is “excused”.
Dr. Warner will meet with the Deans and Dr. Shafiq Khan to “hash out” questions. The next step will be to recharactaerize the assumptions into broad categories of statements.

Dr. Silver shared the Strategic Plan timeline and asked the committee to send any changes to him within the next few days. He will share the finalized timeline with the Board of Trustees.

**Sub-committee Reports** - 5 reports - 5 blue ribbons

**Strategic Planning Process - Ms. Buskey for Mr. Patel**
The committee has added the dates to the Mission and Vision Statements 2004/2009 comparisons. They will be reviewing the revised statements to see where the gaps are and how we need to plan to carry out the new Mission and Vision Statements.

**Strategic Plan - Dr. Phillips**
Dr. Phillips distributed the Strategic Plan sub-committee’s report. Key points that were highlighted:
- The committee will design a survey instrument for all constituents to complete.
- Committee members will review the Strategic Planning Feedback questions and provide recommendations for additions/changes/deletions to ensure that we are answering relevant questions.

The committee will meet weekly to establish milestones and evaluate progress to completion.

**Next step.** Determine the relevant importance of each question.

**Budget and Strategic Plan - Ms. Meadows**
The Committee had another spirited meeting and they are still looking at the current budget process and want to be sure that planning and budgets are linked and support our strategic priorities. They will be soliciting feedback from constituents.

**Assessment and Review - Dr. DeSousa**
Dr. DeSousa said that the Assessment sub-committee is the “clean-up hitter” and will assess the effectiveness of all strategic plan support documents. The committee will ensure that each sub-committee develops “measurable outcomes”. The committee will also meet with the Strategic Plan Committee to determine if the questions asked will get us to where we need to go. The questions must address academic and non-academic issues.

Mr. Patel requested that Dr. Mary Boosie, new Assistant Director of Assessment, be added to the committee. Dr. Silver and Dr. DeSousa agreed and will ask the President to send the appropriate letter.

Dr. DeSousa added that the Student Focus Group is scheduled to meet on Monday, February 15.

**Communications - Mr. Collins**
The Communications sub-committee is working on the Strategic Plan website and it should be up and running very shortly. All strategic planning documents and reports will be available on the website.

Mr. Collins also reported that he and Dr. Silver had held the Focus Group for external stakeholders and it was a successful meeting. They thanked Ms. Baker and Ms. Fanning for taking
the notes and Ms. Jasho for putting together a good cross-section of alums for the meeting. Twenty-seven alumni were invited and 12 attended. Dr. Silver noted that the meeting presented an opportunity to let alumni know that they need to increase their giving. Currently, alumni give only $200,000 per year - not much.
Mr. Collins and Ms. Jasho are organizing a conference call for the presidents of all alumni chapters to discuss the six focus group questions with them.

Before adjourning the meeting, Dr. Silver talked briefly about one of CAU’s biggest challenges - blending the family members - and finding a way to eliminate the Atlanta University, Clark College, Clark Atlanta University mindset. We are one university.

Handouts  
(please bring 15 copies of any handouts to meetings)

- Budget and Strategic Plan Sub-Committee Minutes - 02.10.10
- Communications Plan Outline
- Strategic Plan Sub-Committee Report - 02.11.10
- Strategic Plan Sub-committee on Assessment - 02.11.10

Adjournment: The meeting was adjourned at 1:47 PM.

Next meeting: Thursday, February 25, 2010, 12:30 PM - 2:00 PM.