Date: March 4, 2010  Start Time: 12:36 PM

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

AGENDA

A. Call to Order - Dr. Silver
B. Sub-committees Updates - Sub-committee Chairs/Co-Chairs
   1. Strategic Planning Process
   2. Strategic Plan
   3. Budget and Strategic Plan
   4. Assessment and Review
   5. Communications
E. Other Business
F. Adjournment

Present:
Dr. Joseph H. Silver, Sr.
Ms. Cynthia Buskey, Chief of Staff and Special Assistant to the President (excused)
Aristide J. Collins, Jr., Vice President, Institutional Advancement and University Relations
Dr. Isabella Finkelstein, Chair, Faculty 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

Absent:
Dr. Jason DeSousa, Vice President, Enrollment Services and Student Affairs
Ms. Gay-linn Gatewood-Jasho, President, Staff Assembly (excused)
Dr. Marcus Shute, Vice President, Research and Sponsored Programs
Dr. Sean Warner, Dean, School of Education

MEETING NOTES

✓ Dr. Silver called the meeting to order at 12:36 PM and said that although some committee members are absent or tardy we will proceed and have a quality meeting.

✓ The minutes of the February 25, 2010 meeting were approved.

Sub-committee Reports

Strategic Planning Process - Mr. Patel  True Blue Ribbon
Mr. Patel stated that we need to start looking at the Environmental Scan.

What is the unit doing that is value-added?
What is not value-added?
How do people relate to the program?
What are the specialities in the unit?
What are student learning outcomes for the program?
OPAR has training guides for preparing purpose, Mission and function of units.

**Strategic Plan - Dr. Phillips**

Dr. Phillips distributed the report from the Strategic Plan.

Q: Should every unit be able to answer every question?
A: Yes.

Q: What is a unit?
A: OPAR will provide a list of units.

Q: Will unit leadership be trained?
A: Yes.

**Suggestions** -
Use education terms that are more familiar to academia; use common terminology across university lines.
Add assessment of learning programs.
Is the program financially rewarding?
Ur

**Next step.** Assessment subcommittee and Strategic Plan subcommittee need to meet together to assess and gather information about programs.

**Budget and Strategic Plan - Ms. Meadows**

Did not meet.

**Assessment and Review**

Has not met yet. Dr. Silver stated that the Assessment subcommittee should be assessing every aspect of the Strategic Plan during the process rather than waiting until the end. Assessment subcommittee has to get on track.

**Communications - Mr. Collins**

Communication plan is complete - but fluid.
The Provost/VPAA will review the web portal with Ms. Brock on March 22 and upon Dr. Silver’s approval it will be released. *(Mr. Patel requested to attend the meeting.)*

The Alumni Chapters Focus Group did not go very well. The Chairs were not informed and were not prepared for the discussion.

External Stakeholders meeting will be April 14 at 7:30 AM. Have invited 25 supporters and non-supporters and President Brown will introduce the Strategic Plan and Mr. Collins will do the Public Relations component at the end.
Action Items
√ Email comments about the Report from the Strategic Plan Subcommittee and the Appendix to Dr. Phillips.
√ Dr. Phillips should advise the Strategic Planning Oversight Committee of the date of the combined meeting.

Handouts (please bring 15 copies of any handouts to meetings and submit 1 electronic copy to Ms. Outler)
√ Report from the Strategic Plan Subcommittee
√ Report to the Strategic Planning Steering Committee from Strategic Planning Assessment and Review Subcommittee

Adjournment: The meeting was adjourned at 1:57 PM.