

**Strategic Planning Committee Meeting**  
**August 31, 2016**  
**CATS 201**  
**3:00pm**

**Members present:** All were present, including Dan Hanson, Jason Hogue, Greg Seay, Kyle Ryan, Adam Neveau, Robert Ingram, Brandy Van Der Kamp, Steve Schneider, Zak Ruei, Trey Nelson, Kristin Buscher, Emily Volker, Tammie Hart, Paul Hinrichs, Mike Gerdes, Todd Simpson, Gene Beardslee, Joyce Douglas, Christy Hutchison, Kelli Gardner

**Also present:** Amy Mincer

All members were welcomed and self-introduced. They were also given a Strategic Planning Committee notebook with a committee list and five documents (meeting agenda, Schedule Overview, Strategic Plan Process, Terminology, and Mission & Purposes). Members will keep these and add agendas, minutes, and other valuable information as the process continues.

Dr. Hanson thanked all for saying “yes” to the call and giving their time and wisdom to the planning process. He noted that the prior strategic plan (Sesquicentennial) is in its final year and that we have the opportunity to improve upon this. The purpose is to lead a campus conversation in order to develop a shared vision.

**Review of Responsibilities:** Dr. Hanson asked members to be committed to the process and reviewed the responsibilities of participating as a committee member.

- Serve through the process, which will be mostly completed in this academic year. There may be several sub-committees formed for short-term, specific work.
- Develop an open communication process, keeping everyone informed and gathering feedback for the committee.
- Actively engage in the committee and conversations
- Develop drafts
- Develop and support the plan
- Assure the plan has appropriate measures

**Strategic Plan Process Review:** Dr. Hanson reviewed the Strategic Planning Process document, laying out the steps from committee formation to information gathering, analyzing and sharing, to creating and revising, to sharing and closing the loop. He noted that the final plan will have two to four transformational goals, each supported by three to five strategies. Initiatives will be developed for each strategy and will have assessments and measures. There will be a plan for ongoing evaluation.

Dr. Hanson asked the committee to review and discuss the “Specific Process Outcomes” listed in the document. Discussion led to the following feedback/suggested revisions:

- The word “student” is not in the document and should be included (possibly in #2?).
- Define the word “community” in the terminology document.

- Where will we be going to gather information? Include this information?
- No mention of “producing a plan”. Add this to the process goals and that it be clear, concise, measurable.
- Question about #9 process goals...is there a lack of energy on campus? A need to re-energize? Perhaps this is more pertaining to alumni and external constituents.
- “Process Overview” should include a step that describes collecting the information. Phase Two could be changed to “Collect, Analyze & Share”.

There was a suggestion to vet the process with Student Senate also, in addition to the other campus senates. Amy will schedule a meeting for Dr. Hanson with the Student Senate officers for this purpose.

**Terminology Review:** The committee reviewed the Terminology sheet, with Dr. Hanson linking the terms from the last strategic planning process. In the big picture we are building transformational goals, strategies, and initiatives. Definition of “community” will be added.

**Schedule Overview:** Dr. Hanson affirmed the importance of the process being completed within one academic year. Trying to bridge academic years can be almost like starting over in the process. He noted on the “Schedule Overview” document that values and vision surveys will occur soon in order to review and respond in committee meetings. The schedule will alternate over the months between going out to gather information from the community and coming back together to analyze and share.

Questions/comments emerged from the schedule discussion:

- Gathering information from students on Fridays doesn’t work well. Thursday evening would be better.
- Will the final plan be available as a nice document such as was done in the prior process? It will be, and Amy will send the link for all to see the Sesquicentennial Strategic Plan.
- Are the surveys anonymous? Participation will be best if they are anonymous. Some are afraid to comment if they are not assured of this.
- Some have class until 3:15 on meeting days. Can we adjust the meeting time? Dr. Hanson also requested allowing 90 minutes instead of 60 minutes for meetings. The consensus was to change the meeting times to 3:30-5:00pm.

**Next Meeting Date:** September 14, 2016, 3:30-5:00pm, CATS Conference Room (calendar invite will be sent)