

DRAFT

College Planning Committee Agenda

April 27, 2007

1:30 – 3:30 p.m.

East Campus, 3-113

The meeting will last two hours if the time targets are met. The Committee is welcome to adjust as it deems appropriate. The time targets simply serve as estimates to plan the agenda.

Focus of the Meeting:

This meeting will focus on the revised recommendations from the Vision, Values, and Mission Task Force; discussion and review of Strategic Issues named at the Big Meeting; draft Strategic Goals; and reports from the Task Forces.

1:30 p.m. **I. Welcome, Introductions** (10 minutes)

1:40 p.m. **II. ACTION ITEM**
Minutes of the March 26, 2007 Meeting (5 minutes)
(Please see **Attachment A.**)

1:45 p.m. **III. ACTION ITEM:**
Vision, Values, and Mission Statements (20 minutes)

David Rogers, convener of the Vision, Values, and Mission Task Force, will share the revised statements of Vision, Values, and Mission for review and action. (This will be sent via separate email, and will be **Attachment B** to this agenda.)

The Committee may chose to recommend the statements to the President as written, amend them, or recommend continued development by the Task Force, as it deems appropriate, and with an eye toward honoring the collaborative work presented.

2:05 p.m. **IV. ACTION ITEM:**
Strategic Issues (30 minutes)

Strategic issues are defined as those issues that must be resolved if we are to meet our mission. A draft list of issues was shared at the March 26 meeting of the College Planning Committee, and then emailed on April 17 to all those invited to the Big Meeting, seeking their comments.

The Goals Team is developing a more defined statement for each issue, based on input from the March 26 meeting and feedback received following the April 17 email.

Prior to April 27, a new draft will be sent to you via separate email. That version will include all comments received in response to the April 17 email.

Also attached to that email will be the transcribed flip chart pages from the small groups at the Big Meeting and the first list developed based on the Big Meeting discussion, both of which were attached to the March 26 Committee agenda as well.

These three documents will make up **Attachments C, D, and E** to this agenda.

On April 27, the Committee will break into four small groups to review and discuss the issues for which small group members want to suggest edits, capturing all comments on flip charts. The comments from the small groups will be used by the Goals Team to further refine the list. A revised version will be circulated after the April 27 meeting and, if the Committee agrees, consensus will be sought via email, with additional drafts generated and reviewed as needed to achieve consensus.

2:35 p.m.

V. ACTION ITEM:
Strategic Goals (30 minutes)

The Committee will review the draft goal statements prepared by the Goals Team along with input received from those invited to the Big Meeting. The draft goals were emailed to all the Big Meeting invitees on April 17, seeking their comments.

The Committee may recommend the goals as presented, propose amendments to them, or ask for the Team to address any additional issues that may be raised by the Committee. (See **Attachment F**.)

The Committee will also discuss the formation of Goal Teams that will be charged with developing objectives for each goal and proposing strategies to implement each goal. While the Goal Teams will be open to collegewide volunteers, each council will want to assist in ensuring that faculty and staff with expertise in each area serve on each of the Goal Teams.

The Committee will be asked to consider how the goals and objectives might best be assigned to governing councils for

oversight as the plan is finalized and implemented. This could be done by assigning each goal to a council, or by assigning individual objectives under each goal to a council. If the latter is chosen, a group will need to be named to pull together the work of the various councils toward achieving the objectives under each goal. This group could be the College Planning Committee's Steering Committee, the governing Council officers, or another group to be determined.

3:05 p.m. VI. Report from the Evaluation Task Force (10 minutes)
Tom Byrnes will report on progress in developing the evaluation component of the strategic plan.

3:15 p.m. VII. Report from the Communications Task Force (10 minutes)
A report will be presented from the Communications Task Force focused on communications regarding the planning process and its products.

3:25 p.m. VIII. Future Meetings (5 minutes)

If it is agreeable, the Committee might work via email to consider the final versions of the Vision, Values, and Mission Statements, the Strategic Issues List, and the Strategic Goals. This would enable us to avoid calling an in-person meeting during the Summer.

Fifth Meeting

The Committee is scheduled to meet for the fifth time in late October or early November. An exact date will be set later this summer. The focus of the fifth meeting will be conceptualizing the Strategic Plan.

The meeting will occur after the strategic goals and objectives have been completed and reviewed by the governing councils. The Committee will review the work and project how to best knit the goals and objectives together conceptually, eliminating any significant conflicts and overlaps, and commissioning a small work team to produce the final strategic planning document for recommendation to the President.

Sixth Meeting

Meeting Six is projected for November or early December 2007. At this meeting, it is anticipated that we will approve the Final Strategic Planning Document, address the summative evaluation of the planning process, and review the proposed evaluation of the Plan's implementation.

Celebration – January/February 2008

In early 2008, it is projected that the Committee members will act as hosts at a collegewide celebration of the new strategic plan. The Office of College and Community Relations will plan and carry out the event which will launch the implementation of the Strategic Plan.

3:30 p.m. Adjourn