

DRAFT

Evaluation Task Force

Agenda

June 18, 2007

2:30 p.m.

East – 3-113

(In the style of the College Planning Council, agendas are planned with estimates of the time needed for each item. These estimates are simply that: estimates. They may be reduced or exceeded as the Task Force members wish, to ensure full discussion and flow of the meeting. If the Task Force meets the time estimates below, the meeting will last 50 minutes, enabling us to adjourn at 3:20 p.m.)

Tom Byrnes will facilitate the meeting.

1. **Introductions** (Estimated time – 5 minutes)
Tom will ask all members to introduce themselves.
2. **Minutes of April 16, 2007 Meeting** (Estimated time – 5 minutes) (*See attachment A.*)
3. **Report on Status of Development of Goals and Vision, Values, and Mission Statements**
(Estimated time – 10 minutes)
Susan Kelley will provide an update and answer any questions regarding progress in developing the draft goals for 2008-13, and the revised statements of Vision, Values, and mission. (*See Attachments B and C.*)
4. **Data and Situational/Needs Analysis Task Force Self Evaluation** (Estimated time – 10 minutes) (*Attachment D will be sent separately.*)
Susan Kelley will share the self evaluation by the Data and Situational/Needs Analysis Task Force, which used the questions provided by the Evaluation Task Force to evaluate its work.
5. **Reports from Teams Addressing Evaluation of Task Force Work**
(Estimated time - 15 minutes)
Each team will be asked to report on recent and/or planned work.

Design team– working on developing criteria for evaluating the Evaluation Task Force work and generating questions to evaluate the entire planning process and the strategic plan. The design team met on March 16. Members are Nick Bekas, Tom Byrnes, Becky Gallup, Maryke Lee, Paul Licata, Julie Phelps, and Silvia Zapico. The report will include a projection of next steps to be taken this Summer. (*See Attachment E, Minutes of the March 16 Design Team meeting.*)

Communications Evaluation team – Helen Clarke, Jeffery Donley, and Marie Martin – the team will continue to provide support to the Communications Task Force in customizing the task force evaluation questions for use in late 2007, as the Task Force nears completion of its work.

Vision, Values, and Mission Evaluation team – Toni DeMaglio. Additional volunteers needed for this team which will customize the task force evaluation questions for use by the

Vision, Values, and Mission Task Force. Also, after the revised Vision, Values, and Mission statements are completed, the team will need to assist in evaluating those statements as the work product of this group. This work should move forward, since the Task Force has completed its work.

Strategies, Goals, and Objectives Task Force – The initial group of task force members completed draft strategic goals in June, and are sending them out collegewide for review and comment. Additional members are being recruited in June to serve on Goals Task Forces, one for each of the strategic goals. Later this summer, a team will need to be formed to assist in customizing the evaluation questions to the work of this group.

7. Task Force Meeting Dates – (Estimated time: 5 minutes)

The Task Force will decide when it needs to meet. Future meeting dates being held on members' calendars are:

July 16, 2007 – West Campus HSB-211– 2:30 to 4:30

September 17, 2007 – East Campus 3-113– 2:30 to 4:30

October 15, 2007 – West Campus HSB-211– 2:30 to 4:30

November 19, 2007 – East Campus 3-113– 2:30 to 4:30