

Meeting Notes
Strategic Planning Steering Committee (SPSC)
06/15/09

In attendance:

1. Linda La Grange
2. Elizabeth Ratzlaff
3. Roland Salas
4. Bill Taylor
5. Maureen Romine
6. Germaine Alarcon
7. Evonne Roybal-Tafoya
8. Marcia Henning
9. Camea Gagliardi-Blea

At today's meeting we focused on two things:

- Providing the individual campus units with the information necessary to create their own mission statement and action steps in alignment with the campus-wide strategic plan.
- Further refinement of the Goals and Objectives of the Strategic Plan.

Campus Units

- We will have a university-wide meeting during faculty development week at which we will introduce the Strategic Plan and also provide some general information regarding the need for unit-specific plans.
 - We will schedule meetings with the individual units during the first week in September. One representative from the Steering Committee will be present at these meetings to assist the unit members in getting started on their plans. We envision the Steering Committee representative as providing the following information.
 - An explanation for the rationale underlying the need for a university-wide strategic plan as well as unit-specific plans.
 - The importance of linking the unit plans to the university-wide mission statement and plan.
 - The list of action steps that we have suggested thus far. The units would not be expected to include all of the action steps nor would they be limited to the steps we have suggested.
 - A template for their unit-specific plans.
 - A template for monitoring their progress in achieving their goals.
- We need to define what constitutes a unit.
 - List the units.
 - Assign a Steering Committee member to each unit.

Refinement of Goals and Objectives

- It was suggested that we remove Objective I.C (enrollment) from Goal I and create a new Goal VI devoted entirely to enrollment. The objectives will be included in an updated draft of the Strategic Plan.
- The long list of prepositions that preface most of our goals and objectives will be replaced by action verbs.