

Strategic Planning and Institutional Effectiveness Committee (SPIEC) Meeting

October 28, 2009 1pm -2pm AB5 210

Summary

Present: Snyder, Belcher, Lindsey, Henry, Duff, Pegnetter **Absent:** St. Hill, Wright-Isak, Baurer, Johnson, McBride, Genson

Review of October 6 meeting

Paul reviewed the meeting of October 6 noting the committee's focus this year would be the development of an assessment/I.E. plan to complement the updating of the university strategic plan. Toward that end he noted they reviewed the current annual accountability /planning cycle and two key components: the templates for unit assessment plans and annual reports.

Review of assessment plan template

Paul referred the committee to the existing template and asked if anyone had any changes to propose. After review, the consensus was that there was no need for any changes to this template.

Review of annual report template

Paul next distributed an edited version of the annual report template. He explained the edits he made were intended to capture all the elements for the review of action plans that the committee had detailed last spring when it was proposing a strategic planning process. Committee members discussed several additional edits to make the criteria more inclusive of all university constituencies and to better clarify the information being sought. Paul noted all the changes and told the committee he would revise the template once more and share with the rest of the group.

Review of assessment plan update communication

Paul shared with the committee a draft communication to go to all unit heads asking them to update their assessment plans for the coming year using the existing strategic plan goals and clarifying the distinction between the assessment plans and the annual reports. After review the committee decided that this communication would be fine to transmit.

Next steps

Paul proposed the committee need meet only one more time this semester. After some discussion the November 19th date previously set would be that meeting and the date held for December would be released. The meeting then adjourned.