

Strategic Planning and Institutional Effectiveness Committee (SPIEC) Meeting

October 6, 2009 2pm -3pm AB5 309

Summary

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

Intro and review of charge

Paul reviewed the committee's membership and noted that we were still missing a representative from Student Government. He distributed and read the charge to the committee to remind them of their purpose. He noted we accomplished first part of the charge last winter and spring, and that we needed to focus on IE and assessment pieces this year. He distributed the planning flow chart, developed by the committee last spring, to show them this. Dean Pegnetter asked whether or not the process we designed was robust enough to deal with any major unexpected event. Dean Henry noted that the process could be responsive given that action plans are developed on an annual basis. Paul noted that there were other processes available outside the strategic planning process to deal with unexpected opportunities or challenges.

Update of actions since spring

Paul stated a lot of things have occurred since we sent our recommendations to the PBC last spring. There were 2 meetings where our recommendations were considered before approval by the PBC. Paul was asked to present the PBC recommendations to a President's Cabinet meeting in July. With a few minor exceptions, SPIEC findings were accepted by the Cabinet. E.g., we added reports from the Campus Climate study which will be conducted this fall and a report from the Environmental Sustainability Committee, a new committee was added to the PBC this past summer. And we added a workshop for the UBOT that will occur in January. We also decided on a timeline that would bring an updated SP to the UBOT for approval in June. Paul had suggested to the Cabinet that Dr. Gary Jackson, Director of the Regional Economic Research Institute of LCOB be asked to conduct our external environmental scan and he subsequently agreed to do so.

The PBC accepted the role of developing the internal scan through the auspices of the 4 VPs and the AD.

PIP then created a website detailing the strategic planning process and began to implement the recs. A Mission & Vision reaffirmation questionnaire was posted on the website in late August and a series of 3 public forums were held two weeks ago. The findings of the questionnaire and the public forums will be made available shortly.

The scans are ongoing and the PBC will be reviewing initial drafts when it meets on Oct 14. In short the planning process is on schedule.

Review of current planning and assessment cycle

Paul next distributed the existing Planning and Assessment Cycle.

He explained that we have developed and put into place a fairly robust assessment and planning cycle. The planning and assessment cycle is comprised of several components that occur at different times of the year and are connected to the goals of the university's SP. This cycle has been in place since 2005 and has been considered quite successful by SACS. It comprises a unit-based assessment plan where each unit whether academic or administrative provides a mission statement and then lists overarching goals (i.e., goals that are not 1-yr objectives as included in the annual reports, but rather are long-term goals the office wishes to attain that are related to the unit's mission.) for the unit that are linked to the SP.

He then distributed examples of assessment plans. He noted the plans include assessment criteria, info on how the results will be used, and a timetable for implementation. No unit is expected to assess all goals each year but rather assess at least one element of the plan each year and report on it in their annual report. This helps us collect evidence in support of the process for SACS.

Finally he distributed an example of annual report template. He stated that annual reports are similar to the assessment plans in what they include but focus on 1-yr goals or objectives that address the goals of the SP and seek to link continuous improvements to resource requests, again to meet SACS requirements.

Hallie St. Hill emphasized how important documenting our assessment and improvement cycle was to the university.

Agenda for the coming year

Paul outlined the work of the committee for the coming year. He saw what the committee doing this year is adapting the existing templates to the new sp. This work needs to be completed by January so it can be distributed as part of our annual cycle and in time with the overall plan's development in Feb next year. Winter and spring will see us dealing with incoming action plans and determining which measures are appropriate for inclusion in the SP.

Meeting schedule for fall semester

Paul proposed the committee meet at least two more times this fall to accomplish its initial tasks: Once more later this month and once next month. If necessary a third meeting could be held the first week in December. The meeting then adjourned.