

MEMORANDUM

To: Long Range Planning and Institutional Effectiveness Committee
(LRPIEC)

From: Bonnie Yegidis
Provost and Vice President for Academic Affairs

Joe Shepard
Vice President for Administrative Affairs

**Re: *Long Range Planning and Institutional Effectiveness Committee
(LRPIEC) Meeting – September 8, 2004***

Date: August 27, 2004

The first meeting of the LRPIEC will be Wednesday, September 8, 2004 from 10:00 a.m. – 12:00 p.m. in the senate chamber of the Student Union Building. Attached for your review is a meeting agenda, a document entitled “Verbatim Responses by Breakout Groups to FGCU-Strategic Planning Key Result Area Review” (Distributed at the Leadership Workshop August 6), and the LRPIEC membership list.

As members of the Long Range Planning and Institutional Effectiveness Committee (LRPIEC), your service and commitment to Florida Gulf Coast University’s strategic planning efforts are vital to our institution’s future growth and direction. In our work together, the LRPIEC will be principally responsible for:

- Developing FGCU’s strategic plan.
- Monitoring progress of FGCU’s strategic plan.
- Overseeing the annual review process for FGCU’s strategic plan.
- Providing recommendations to President Merwin and the Executive Group on enrollment planning, campus priorities, resource allocation and accountability mechanisms.

Key to fulfilling these responsibilities is a sound foundation for institutional effectiveness that can be achieved through strengthening the connections among planning, budgeting, and assessment as they relate to continuous improvement. While assessment activities are widespread throughout the university, they are not as well coordinated centrally, nor have they been universally employed or documented, as they should be, as FGCU embarks upon another significant stage in its growth.

The development of academic and administrative unit-based assessment plans will help us to address a key element of our planning and improvement cycle and will be an initiative that must proceed this fall as we develop the university's draft strategic plan. The development of assessment plans is to be supported by the Office of Planning and Institutional Performance (PIP). Review and use of the plans will be coordinated by LRPIEC. Development of these plans is critical to meeting both SACS and BOG compliance issues and so this work must begin immediately and be completed by the end of November.

Toward this end, we ask that all deans and directors identify an Assessment Liaison who will serve as their unit's contact with (PIP) in the development and subsequent updating of assessment plans. Please email the name and contact information of your representative prior to our September 8 meeting to Paul Snyder.

Thank you, again, for serving as a LRPIEC member. FGCU's potential is enormous, and its record of achievement is impressive due in large measure to the dedication and commitment of you and your colleagues. Your contributions to this effort will help to ensure our further success.

Attachments

cc: President Merwin