

# STRATEGIC PLANNING COMMITTEE

## Minutes

August 16, 2013, 1:30 p.m.

Room B 202

**Members Present:** Ralph Boots, Lori Cox, Ed Fitzgerald, Chad Flannery, Dana Keating, Karla Lewis, Greg McCulloch, Sylvia Moore, Aaron Poole, Steve Rea, Jonah Rice, Gina Sirach, Shawn Smith, Karen Weiss, Angela Wilson

**Members Absent:** Gary Jones, Stacy Moore, Ed Rose, David Wright

**Others Present:** Peggy McDowell

Dr. Keating called the meeting to order at 1:30 p.m. The following information was discussed.

The Committee Membership 2013-2014 was distributed and will be posted on website. It was noted that Shawn Smith will serve for the Humanities Division, Aaron Pool for the Math and Science Division, Ralph Boots for the Applied Technology Division, Sylvia Moore for the Nursing and Allied Health Division, and Steve Rea for the Social Science, Business and Education Division.

Strategic Planning Website is found under the Accountability Link on our homepage. The Strategic Plan Document 2012-2017 is posted there. We have paper copies available if needed.

The Calendar for 2013-2014 was distributed and discussed. Operational plans are due October 11. The due date for all progress/completion of operational plans is April 18. It was noted that the calendar is posted on our Website.

Completed Operational Plans can be found on Intrinsic under the Strategic Plan link. They must be printed on legal size if you want a paper copy. Dr. Keating encouraged everyone to view all plans, not just their own. Dr. Rice asked members to keep in mind to keep a pattern of evidence. Dr. Keating asked members to be sure to involve all members of their divisions/areas. As a committee member, their role is to communicate with their departments.

### Creating 2013-2014 Operational Plans

- 1) Forms will be provided on Intrinsic where you may do your work electronically.
- 2) Start with the 2012-2013 Operational Plan Document.
- 3) Remove any that have been completed.
- 4) Leave for carry over any items that are still in progress OR that have dates for completion in the future (fall 2014, 2015, etc.).
- 5) Remove any items that, for some reason (i.e. budget, personnel, restructuring of an area, etc.), it has been determined that they are no longer a part of your plan. That decision should have been included in your progress update. If not, that info needs to be added now before it that activity/project is deleted.
- 6) Add any new activities for the upcoming academic year(s). Remember these should be new plans/activities/ initiatives/etc. Not something you have been doing for some time and are planning to continue.
- 7) Don't worry about numbering, etc. I'll take care of organizing the document once all input is completed.
- 8) Consider your budget for FY14. Operational plan has to be connected to your budget.
- 9) Consider your assessment results from FY13.
- 10) Consider state and federal mandates, i.e. completion increases, etc.
- 11) All work on 2013-2014 operational plans should be completed by October 11.
- 12) Send questions to me.

Dr. Keating closed the meeting at 2:00 p.m.

Respectfully submitted by Peggy McDowell