

**STRATEGIC PLANNING COMMITTEE**  
**MINUTES**  
**August 12, 2011, 1:30 p.m.**  
**Room B 202**

**Members Present:** Ralph Boots, Lori Cox, Steve Dotson, Ed Fitzgerald, Chad Flannery, Tricia Johnson, Gary Jones, Dana Keating, Diane King, Greg McCulloch, Stacy Moore, Amy Murphy, Jonah Rice, Ed Rose, Brian Surprenant, Tim Walker, Karen Weiss, David Wright

**Members Absent:** Kurt Miyashiro, Debbie Suh, Angela Wilson

**Others Present:** Peggy McDowell, Shawn Smith attending for Kurt Miyashiro

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

The Strategic Planning Ad Hoc committee met over the summer to research revising our process. The HLC gave us an A+ so, we don't want to make major changes. Our document got very large and we would like to make it more readable.

The committee looked at samples of strategic plans from other schools and brought back pros and cons of these plans. They began discussing operations plans as departments would have more ownership with these plans. The goal is to separate the operational plans from the strategic plan and, empower each group.

Five-year Planning Cycle:

1. Formulate Mission
2. Institutional Goals
3. Environment Scanning – Internal and External Surveys
4. Analyze Data
5. Generate Major Initiatives (Strategic Planning Process Committee's charge)
6. Determine Plan Title/Theme (Strategic Planning Process Committee's charge)
7. Generate Sub-initiatives (Can be Strategic Planning Process Committee's charge)
8. Divisions and Departments – Submit Operational Plans for Sub-initiatives
9. Strategic Plan and Accompanying Operational Plan Presentation/Review - (Strategic Planning Process Committee)
10. Annual Updates with Accompanying Board of Trustees Report

Distributed sample operational plan which would feed into the strategic plan.

Distributed Strategic Planning Timeline.

Academic Operational Plan would be done first and then see how other plans would relate. Once we know the direction of the academic programs, then the other areas look to see what they need to do to support those programs.

During this year, we will finish up the old plan and do final updates and lay the foundation for the new plan.

Dr. Rice closed the meeting at 2:15 p.m.

Respectfully submitted by Peggy McDowell.