

**Strategic Planning Committee
Meeting Minutes**

Date: Thursday, August 15, 2024
Time: 1:00 pm
Location: Heritage Room
Facilitators: Dr. Chris Barr

In Attendance: VP Lisa Hite, Instructor Jessica Bayer, Division Chair Paul Cummins, Division Chair Ralph Boots, Administrative Assistant/Committee Recorder Kimberly Hambleton

Provisional Members: Exec. Director Ed Fitzgerald, Student Information Technology Specialist Damon Whitt

Absent: Dr. Karen Weiss, Dr. Kyla Burford, Dean Doug Mayfield, Dean Emily York, Student Representative

Handouts: Agenda
Operational Planning Manual 2023-2027

General Purpose for Meeting:

“Back to School” Meeting for the start of the Fall semester. Introduction to Strategic Planning and Operational Planning for new members and status updates. Review of master calendar.

Meeting Notes/Tasks Accomplished:

Dr. Barr - Welcomed everyone back for the fall semester and new members to the committee.

The Strategic Plan for the college began in 2023 and continues through 2027. The college is currently in the Operational phase.

President’s Message

Area, Sub-Committee Updates

Dr. Barr - IRB – One application was received, but denied due to missing information. It was submitted internally. The committee is waiting for a revision to be resubmitted.

SEM – no update.

Operational Planning

Dr. Barr - Submissions can continue to be made for Operational Plans using JotForm. A change was made to that form that now allows the submitter to receive a copy of their submission via email. One form should be submitted for every planned action. A link to the JotForm can be provided.

Slideshow was given on “How to Operationally Plan.” Steps include the following:

- Looking for data
- Turning the data into operational plan
- Making Mission Statement operational

The “How to” handout was referenced as a useful tool. Operational Plans should tie back to the Mission Statement.

Examples were presented showing how Nursing successfully used data in their submissions.

The master calendar was reviewed.

Date was discussed for next Strategic Planning Meeting.

Meeting was adjourned at 1:23 pm.

Challenges and Assignments:

Submissions can continue to be made for Operational Plans using JotForm.

Next meeting scheduled for Friday, 10/18, at 11 am in the Heritage Room.

Submitted by: Kimberly Hambleton