**Strategic Planning Committee**

**Meeting Minutes**

**Date: Friday, 10/28/22**

**Time: 8:30 am**

**Location: Heritage Room**

**In Attendance: Dr. Rice, Dr. Barr, Director Murphy, Division Chair Boots**

**Dr. Weiss, Division Chair Cummins, Division Chair Fitzgerald,**

**Dean Burford, Exec. Dean Hite, Assoc. Dean Cox, Kimberly Hambleton,**

**Student Representative Jillian Womack**

**Handouts:**

**General Purpose for Meeting:**

Updates on status of current plan and review the next step in the process which is the Operational Plan

**Meeting Notes/Tasks Accomplished:**

Dr. Barr - Welcomed everyone.

Last meeting new Strategic Plan was approved and will be presented to the Board at the

December 6th meeting.

Introduced the new Student Representative, Jillian Womack.

Presented PowerPoint. We are now moving from Strategic Planning to Operational/Action Planning. The goal is implementation of the Strategic Plan.

Presented graphic of the Strategic Plan steps. Steps 1 – 7 have been completed. Steps 8, 9 and 10 will be completed over the next 5 years.

1. Levels of Planning –

* Strategic – currently waiting on Board approval
* Operational – Division, department level planning
* Tactical – Policies and procedures are looked at. This is a byproduct when planning is done.

Operational Plan will allow for the allocation of resources ahead of time – planning in the spring to implement in the fall. This will help and follow budget planning.

Operational Plan Facilitators:

* Initiative One - Advance Student Success

Members: Dr. Weiss, Kyla Burford

* Initiative Two - Strengthen Operational Efficiency

Members: Dr. Rice, Dr. Barr, Lisa Hite

* Initiative Three - Foster A Supportive, Inclusive and Modern Learning Environment

Members: Amy Murphy, Jason Fitzgerald, Kimberly Hambleton

* Initiative Four - Promote Community and Economic Development

Members: Lori Cox, Kellye Whitler

Facilitators will meet with their departments and around campus to build operational plans. Plans are to be submitted to IntrinSIC by April 15th.

Dr. Rice - Facilitators will help streamline the process by getting input from others.

Dr. Barr - Writing planned actions for Fall 2023 is the goal. This will be done January – April 15th.

Facilitators will meet with groups to collect planned actions. This is a similar process to budget meetings.

A new Data Link column has been added to shows supporting data source.

Facilitators will vet planned actions and submit the proposed for approval to the Steering Committee. Steering Committee will review and report back to the committee.

Discussion of the possible use of a Jot Form and the pros of using it.

Dr. Rice - Asked about the location of white papers, student survey data, etc. to use as evidence.

Noted this a great way to come up with ideas.

Dr. Barr - Everything is located on IntrinSIC under the Strategic Planning Committee – Data Collection.

Dr. Rice - Asked if facilitators will have a training meeting.

Dr. Barr - Training will be covers at the January meeting during Staff Development Day.

Boots - Commended the committee for its work saying the process was so much more streamlined than years past.

Meeting was adjourned at 9:15 am

**Challenges and Assignments:**

Sub-Initiatives to go before Board at the December 2022 meeting.

Operational Planning begins January 2023 and are to be submitted by April 15th.

Next Meeting Friday, December 2nd at 8:30 am in the Heritage Room. This will more than likely be an e-meeting.

Submitted by: Kimberly Hambleton