**Strategic Planning Committee**

**Meeting Minutes**

**Date: Friday, February 24, 2023**

**Time: 9:30 am**

**Location: B114**

**Facilitators: Dr. Chris Barr**

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

**Dr. Weiss, Division Chair Fitzgerald, Dean Burford,**

**Assoc. Dean Cox, Division Chair Cummins, Kimberly Hambleton,**

**Absent: Exec. Dean Hite, Student Representative Jillian Womack**

**Handouts: Agenda**

**General Purpose for Meeting:**

 Address questions and concerns about Operation Planning

**Meeting Notes/Tasks Accomplished:**

Dr. Barr - Welcome

President’s Message

Area, Sub-Committee Updates

Dr. Barr - IRB has one request for a marketing focus group in March. There will be a need to meet when a completed application has been received. Basically, waiting on questions to review. The committee has asked to receive those by February 28.

Action for Meeting

Dr. Barr - Asked if there were any questions or concerns about Operational Planning and the JotForm that has been developed for entering those ideas in as well as how department meetings are going.

Dr. Weiss - Student Services has meet and have had some really good ideas come out of it.

Burford - Developed a spreadsheet to gather information in the meetings to help in filling out the JotForm. She will send to Dr. Barr and Kimberly Hambleton to share with the group.

Dr. Rice - Addressed the idea of how initiatives generated in Operational Planning can be used for other state mandated reporting.

Dr. Weiss - Reported that Academic Services has meetings set-up in the next or two.

Dr. Barr - Emphasized the importance of budget in Operational Planning. These can become budget items to be planned for in the coming year in the budget hearings.

Burford - Asked where forms go once submitted.

Dr. Barr - Once forms are submitted, Kimberly Hambleton is notified electronically. From there, they populate into a spreadsheet that can be filtered by initiative. Unfortunately, the JotForm will not work for entering results. That will still have to be done manually into the spreadsheet.

 Discussed the change in due date from March 17th to March 31st. After March 31st, the Steering Committee will meet to review the initiatives that have been submitted.

 Next meeting will be August 2023 for the committee as a whole.

 Steering Committee will meet Tuesday, April 11th, at 2pm in the EBCR. The Operational Planning spreadsheet will be sent out sorted by initiative prior to the meeting.

Meeting was adjourned at 9:55 am.

**Challenges and Assignments:**

Continue working on submitting initiatives for the Operational Plans.

 Operational Plans need to be submitted by Friday, March 31, 2023.

 Next meeting for committee as a whole will be in August.

 Steering Committee will meet Tuesday, April 11th, at 2 pm in the EBCR.

Submitted by: Kimberly Hambleton