**Strategic Planning Committee**

**Meeting Minutes**

**Date: Friday, January 6, 2023**

**Time: 10:30 am**

**Location: Heritage Room**

**Facilitators: Dr. Chris Barr**

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

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

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

**Student Representative Jillian Womack, Guest – Jamie Benton**

**Absent: Division Chair Cummins**

**Handouts: Agenda, 2023-2027 Strategic Plan, General Timeline for Regular Planning & Reporting,**

 **Sample of Operational Plan Form, Operational Planning Process – Committee**

 **Members Only 2023-2027**

**General Purpose for Meeting:**

 Meeting for start of Spring Semester. Updates on status of plan and review/discussion

 of Operational Plan.

**Meeting Notes/Tasks Accomplished:**

Dr. Barr - Welcomes everyone back to the start of Spring semester.

President’s Message

Dr. Rice - Expressed excitement and appreciation for everyone’s continued work on the plan.

Area, Sub-Committee Updates

Dr. Barr - IRB has no requests at this time.

Current 2021-2 Strategic Plan

Dr. Barr - Old plan has been closed out. Board approved the new plan at the December 2022 meeting. New plan became effective January 1, 2023.

 2023-2027 Strategic Plan Handout – to reference as we move forward over the next 5 years.

 Operational Planning Form has been developed as a JotForm. It will be housed on IntrinSIC under Operational Plan page. This should be easier to fill out in comparison to the Excel document it was before. Too, wording in it follows assessment. Kimberly Hambleton and I will receive the forms via email as they are submitted. Then, they can be exported into a spreadsheet.

 Sample of Operational Planning Form handout – This is an example of the form. First page is the plan itself for reference. Instructions on how to fill it out follows on 2nd page. Every planned action must have a budget impact and data link.

 A new Data Dashboard is available on IntrinSIC to explore. Benchmarks are to come.

Dr. Rice - Asked about initiatives that have data to back-up, but may not necessarily be realistic or practical.

Dr. Barr - All initiatives will be filtered through a peer review process. Not all may be accepted as part of the plan. However, it is good to encourage creative process.

Dr. Rice - In essence, peer review will not shun, but will highlight the practicality and feasibility.

Burford - Asked about submission.

Dr. Barr - Forms can be submitted by the department as a whole or by each person.

 Discussion about whether departments needed to be more specific. This could be addressed in the Planned Action by mentioning the specific area.

 i.e. Departments within Math, Science & Technology broken out to be more specific like Biology, etc.

 Operational Planning Process – Committee Members Only 2023-2027 handout – These are some guidelines/process for developing the Operational Plan. Due date is Friday, March 17, 2023 to allow Peer Review Committee time to review.

Division Chari Fitzgerald –

Noted the importance of reviewing prior to budget hearing in case funds need to be allotted.

Dr. Rice - Reminded that initiatives may come in phases – Year 1, 3 or 5 year.

Dr. Barr - Datalink can be quantitative or qualitative. Qualitative could be from focus groups, white pages, class discussions, etc. It could also come from HLC Criteria.

 A How-To Manual is being developed. It should be available by Wednesday (1/10/2023). This will be sent out in campus mail.

 Meeting needed for February to get feedback on how Operational Planning is going. Meeting has been set for Friday, February 24, 2023 at 9:30 am in B114.

Meeting was adjourned at 11:20 am.

**Challenges and Assignments:**

Meeting for Operational Planning should take place between January 15 and March.

 Operational Plans need to be submitted by Friday, March 17, 2023.

 Next meeting Friday, February 24, at 9:30 in room B114.

Submitted by: Kimberly Hambleton