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## 2008-2013 Strategic Plan Steering Committee Meeting : 2008 : 02 : 13 : Minutes

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# USFSP 2008-2013 STRATEGIC PLANNING

## STEERING COMMITTEE MEETING

February 13, 2008

Williams House

3:00 p.m.

<b><u>Present:</u></b>	Frank Biafora	Dean, CAS, Committee Chair
	Eric Eisenberg	Professor of Communication / Facilitator
	Arsenault, Ray	Professor of History, CAS
	Conner, Phillip	Student
	Geiger, Scott	Assoc. Professor / Assoc. Dean, COB
	Hamon, Annette	Exec. Admin. Specialist / University Relations
	Jakway, Julie	Budget Director
	Ken Kelso	Vice Chancellor for Student Affairs
	Kempker, Kelsey	Student
	Michael, Deanna	Associate Professor / COE
	Neville, Tina	Librarian & Head of Public Services
	Pat White-Butcher	Faculty Services Admin. / CAS

New member to represent A&P will be Jennifer Baker, Assistant Director, Academic Affairs.

### **Discussion Items:**

- **The Role of the Steering Committee**
  - Represent constituents from each individual department/area
  - Participate in the campus planning forum
  - Help to identify external stakeholders; be available to present draft planning documents to external stakeholders; members may be asked to facilitate external stakeholder meetings with representatives from the Campus Board
  - Help in drafting the next planning document based on information gleaned from forum and internal/external stakeholder feedback; disseminate and present drafts to constituents; provide feedback between Steering Committee and campus and external community
  - Keep open line of communication to ensure transparency and inclusion
- **The Strategic Planning Process**
  - There is no one “right way” to build a Strategic Plan
  - One guiding principal for success in planning is inclusiveness; all stakeholders must be given an opportunity to have true ownership in the process and multiple points for offering input
  - The final draft Strategic Plan document is to provide feedback for setting institutional priorities; while budget is a reality, budget should not drive planning; the campus budget should ultimately support the goals and objectives set forth in the Plan; the more specific the goals and objectives the easier it is to set priorities and budget accordingly
  - The planning document will be a “living document” and go through many revisions

- Members of the Steering Committee note that existing plan (2003-2008) must be viewed as an anchoring point, especially the Mission and Values sections, for this new planning process.
  - Our existing plan has several integrated parts: 1) Mission, 2) Values, 3) Vision and 4) Strategic Goals, 5) Strategic Directions, and 6) Accountability Measures. While each part will be revisited and discussed throughout the planning process, it was discussed that the Mission and Values serve as anchoring points and the foundation on which Vision and Goals rest. Vision and Goals are most likely to be redrafted during this planning process to reflect the short-term (e.g. up to five years) priorities of the institution. This does not mean that the mission and values are fixed and timeless.
- **External Stakeholders**
    - There are at least two external stakeholder lists available that will be brought to the next Steering Committee meeting (date TBA)
    - Selection of stakeholders will be discussed at the next meeting
    - The Group discussed the importance of external stakeholder input. It was also the general consensus that feedback from external groups takes place once a draft document is ready for distribution and feedback.
- **The February 29 Campus Open Forum**
    - Proposed agenda will be revised to include an orientation discussion on the existing USFSP Mission and Values. Dr. Arsenault pointed out that it is important for the university community to remember and acknowledge that hard work that went into the inaugural USFSP strategic plan.
    - As of today we have 75 RSVPs. Participation may be increased if it is made clear that the open forum will allow for small group breakout sessions that address strategic direction and goals. This will be distributed broadly.
    - Tables of 5-8 persons will participate in small group discussions; tables will be representative of all campus constituents (faculty, staff, administration and students); provides for a sharing and open discussion about what others may want and need
    - Pre-forum information (System Strategic Plan and USFSP 2003-2008 Strategic Plan) will be distributed electronically prior to February 29; this information will be placed on the website in a user-friendly, easy to find, one-stop site
- **Communication between Steering Committee members**
    - A Blackboard organizational site will be established where all working documents will be stored; and where committee members can communicate and comment to each other. Dr. Michael will explore this.
    - Meeting of the Steering Committee? Wednesday is the best day to hold future meetings.

The meeting adjourned at 4:30 p.m.