Strategic Plan Implementation
Steering Committee Meeting
1 – 3 p.m, Friday, November 13, 2009
211 Wishcamper, Portland campus

Present: John Wright, Chair, Bob Bertram, Executive Director of Facilities Management; Susan Campbell, Associate Vice President for Academic Affairs; Molly Dolby, Chair of Student Senate; Joshua Gates, Administrative Support; Pete Gillis for Ross Hickey, Chair of Professional Staff Senate; Jerry LaSala, Chair of Faculty Senate; David Nutty, Chief Librarian; Janet Warnert, Associate Vice President for Finance and Administration; Bill Wells, Chief Information Officer; Meg Weston, Vice President for Institutional Advancement; Scott Steinberg; Judy Ryan

Absent: Joyce Gibson, Dean of Lewiston/Auburn College; Maggie Guzman, President of Student Government; Katherine Kuhn, Chair of Classified Staff Senate; Dahlia Lynn, Dean of Graduate Affairs; Michelle Drucker, Director of Leadership and Organization Employee Education & Development

Agenda:

1. Chairperson's activities
   - Mailing requesting eight new members, all accepted appointment
   - Meeting with Professional senate
     - Spoke of process and action instruments / templates
   - Communicating with committee members individually
     - Matrices
     - Implementation template
     - Action template
   - Changing web page
     - Updating content
     - Reorganizing content
   - Addressing, “broad scope” in order to hone in on prioritized action items

2. Student involvement
   - Discussing the importance of student involvement
     - Involving each student body
   - Focusing students on steering side
   - Suggesting student satisfaction committee
   - Addressing students scheduling conflicts in regards to commitment
   - Gauging strategic progress through Student satisfaction
   - Targeting implementation actions
   - Participating with Alumni bored
     - Working with Scholarships
     - Fundraising
   - Completing action templates to target student involvement
   - Varying student involvement between departments
   - Involving students with spring outreach
     - 1% increase will achieve additional forty students
   - Targeting possible student volunteers
   - Participating to enhance action items
   - Involving students committee and sub groups
   - Developing deeper student community connection
   - Identifying student body and trends
     - 3 student cultures, part time, full time, older
Statistics needed in regards to age groups
- All three campuses have different percentages between the three groups.
- Familiarizing with campus new students making the unfamiliar familiar
- Addressing campus center updates
  - Student center has feel of poorly funded public school
- Supporting EYE programs
- Using student leaders to indentify where students can help

3. Discussion of templates and matrices
   - Identifying by next meeting two actions items to implement by spring
     - Picking one or two from the 63 action items.
   - Reviewing action list on template to assure they’re all actions are accounted for
   - Templates due by December 11th, hardcopy and electronic submissions
   - Developing submissions into web page
   - Mapping actions to goals
   - Adding strategic plan goal column to attribute goals to actions
   - Needing field for title, department and name of creator
     - Prioritizing action items for the next 5 years

4. Faculty Senate
   - Acting as recommending body
   - Focusing on Steering opposed to implementation
   - Identifying what cross disciplinary map looks like
   - Identifying and address structural issues
   - Working on interdisciplinary teaching analyzing and streamlining process

5. Open remarks
   - Developing one action per group will create 20 action items
   - Targeting Spring for push on implementation
   - Redoing meeting times from bi monthly to monthly
     - Avoiding Friday afternoons, not good for student and faculty senate
     - Using video conferencing for meetings

The meeting was adjourned at 3:00 p.m.
Submitted by Joshua Gates