Strategic Planning Implementation Steering Committee

Meeting Minutes
2-9-10
2:00 – 4:00
211 Wishcamper

1. Chairperson’s Progress Report (10 minutes)

a) Strategic Matrix
   • Continuing to update and make corrections to Matrix

b) Task force committee responsibilities
   • Working to make plan operational
   • Building a team around the Goal and working through objectives and responsibilities

c) Task force committee co-chairs
   • Ascertaining achievable goals for this year
   • Incorporating 110 participants in the implementation process
   • Co-Chairs will meet with Steering Committee and present progress reports
     http://www.usm.maine.edu/spp

d) Task force committee timetable
   • Adopting “slogan” for the Strategic Process from Professional Senate, “know. be. lead. the plan”

2. Steering Committee “work-to-date” Progress Reports (3 minutes each)
   a) Bob Bertram……………………Facilities
      o Working on Utilities Master Plan,
         ▪ Action Item: RFP on the street 1st March
         ▪ Action Item: Gorham Master Plan to be completed by 6/30/2010
      o Improving classrooms; priority needs to be on surrounding infrastructure first
      o Improving Energy conservation pursuant to University Energy Plan
      o Implementing Green Fund for new financing opportunities

   b) Beth Higgins………………….Advising
o Creating Student Success website
o Developing searchable database for scholarships
o Creating outreach plan for students
o Meeting with faculty members and business partners about internships
  ▪ Future Action Item: Create job placement, volunteerism plan

c) Molly Dolby (ABSENT).................Student Senate

d) Joyce Gibson.........................LA College/Campus
  o Student success: Undergrad enrollment up 19%
  o Researching student retention data, presentation of issues
  o Increasing levels of community engagement
  o Working on redefining supervisory job descriptions

e) Ross Hickey.........................Professional Senate
  o Professional Development Committee
    ▪ Action Item: Create expert Staff List for use by Public Affairs
    ▪ Action Item: Organize trainings for Professional presentations

f) Katherine Kuhn...............Classified Senate
  o Strengthening Community involvement, increasing participation
    ▪ Action Item: Breakfast Promotion

g) Jerry LaSala (ABSENT)...............Faculty Senate

h) Dahlia Lynn ......................Graduate Studies
  ▪ Action Item: Implement and conduct survey/interviews of graduate students to increase graduate experience with GA and research positions
  ▪ Action Item: Establish annual meeting between Research Council and Graduate Council to support dialogue and efforts concerning research and graduate education
  ▪ Action Item: Re-establish University wide Grad Orientation Program to enhance retention
  ▪ Action Item: Move to ALL electronic application process to increase ease, efficiency and customer service

i) David Nutty......................Library
  o Expanding Library liaison program and creating matrix
  o Developing Literacy toolkit
  o Levels of classroom Tech: Level I, II, III
  o Enhancing collections of primary materials and adopting e-materials

j) Janet Warnert.......................Finance
  o Assessing financial skills
    ▪ Action Item: List of skills and needs

k) Bill Wells..........................Information Technology
  o Working on Infrastructure needs across colleges and departments
  o Updating tech on websites across university

l) Meg Weston.........................Institutional Advancement
  o Scholarships Campaign – Institution wide campaign to raise $850,000 for scholarships – 60% left to go – need everyone’s support!
  o Installing SunGuard Advance (software) with “GoLive” date of September 2010
- Working on Music, Visual, and Performing Arts project
  - **Action Item**: Feasibility Study by end of Spring 2010
  - **Action Item**: Fund Raising Feasibility Study conducted Summer 2010
- Presenting comprehensive USM Alumni survey on March 8

**m) Craig Hutchinson…………….Student Life**
- Insuring engagement in campus life
- Encouraging ResLife to engage students in campus programming
- Expanding ResLearning Initiatives
  - **New**: Science, Sports Management, Nursing
- Updating student event calendar
- Reviewing service areas in division:
  - **Action Priority**: Campus Safety and Student Health
- Developing and enhancing community spaces

**n) Kate Forhan (ABSENT)……………………Academic Affairs**

**o) Samantha Langley-Turnbaugh…Research, Scholarship and Creative Activity**

**p) Judy Ryan…………………………….HR**
- Working with Departments on workforce management
- Assessing schools and departments Organizational Development
- Supporting Strategic Plan implementation across University
  - **Action Item**: Reorganization plan for 26th October.

**q) Scott Steinberg………..Undergrad Admission**
- Expanding recruitment to more students in more places
- Processing and reading applications more quickly
- Undergraduate Admission applications for Fall 2010 are up compared to one year ago

3. Brainstorming Session on Spring SPI projects that both functional heads, senates, and task force teams might be able to accomplish by July 1st.
   - a) Michelle Drucker, facilitator

**GOAL:**
1) “*Serving the Needs and Aspirations of 21st Century Maine***”
   - Identify programs and areas of distinction for the University
   - Assign person who is accountable for this Goal
   - Embrace new technology for teaching
   - School of professional and graduate study
   - Highlighting and promoting key collaborative successes with the community
   - Communicating Strategic Plan Successes

2) “*Making Student Success a Core University Priority***”
   - Support Scholarships
   - Data collection and reporting on retention
   - Highlighting recent graduate success and stories
• Working with High School pathways
• Support services for non-traditional learners
• Database of engaged learning possibilities

3) “Providing Distinctive Graduate and Professional Education”
• Increasing visibility of USM graduate studies
• Streamline services
• Service graduate student needs – Grad Student Gov.
• Spell out STEM professional services
• Promoting relationships between pathways and undergrad and grad students

4) “Supporting Faculty Research, Scholarship, and Creative Activity”
• Create mission statement for faculty and student research at this university
• Identifying our strengths that will foster research grants
• Link to industry, teaching, technology
• Build inter-disciplinary collaborations
• Improve support structures: staff and infrastructure
• Provide research officer with budget

5) “Ensuring the University’s Fiscal Sustainability”
• Strategically cut budgets by tying revenue to costs by rewarding programs which bring in revenue and eliminate those that do not
• Increase data collection and reporting
• Continue to make budgeting process more transparent
• Increase number of units that see this as significant responsibility
• Implement zero-base centralized budgeting

6) “Furthering the University’s Commitment to Diversity”
• Increasing need based financial aid
• Develop new over-seas recruitment and exchange programs
  *Focus on national and international ethnic groups
• Develop international student services and programs
• Reinvest in diversity office so that is not one of compliance but one of pro-activeness
• Develop Portland city recruitment and mentoring
• Support existing efforts for campus diversity

7) “Strengthening Community”
• Prioritizing Portland Campus Center and Gorham renovations
• Increasing spaces for community student interactions
• Increasing need based financial aid
• Community Hour!
• Increasing support for community events
• Community forming events for faculty

8) “Deploying the University’s Physical Plant in Support of the University’s Mission”
   • One-stop recruitment on Portland and Gorham Campuses for ALL programs (non-credit cert.)
   • Prioritizing student gathering centers
   • Establishing classroom and campus beautification process (billboards, kiosks, signage – for visitors)
   • Integrate physical plant with teaching and learning of industrial ecology, outdoor classrooms

4. Closing remarks…all