Strategic Plan Steering Committee Meeting Minutes  
April 30, 2012

Attendees: Nancy Artz, Roxie Black, Katherine Greenleaf, Monique LaRocque, David Nutty, Sue Sepples, Jim Smith, Adam Tuchinsky, Glenn Wilson, Mike Watson

Absent: John Burgess, Chris Camire, Rob Sanford, Jeannine Uzzi

Guests: Joshua Gates

Updates:
Monique reviewed the timeline to compete this year’s SPP work (ref IMG_0364.jpg). We agreed to add an SPSC meeting on Monday, May 7 and Monique will explore the possibility of presenting the recommendations to the Cabinet. With these updates, the timeline events are:

- Apr 30 SPSC Meeting to plan finishing report and review Task Team 1-pagers (this meeting)
- May 07 SPSC Meeting to finish reviewing Task Team 1-pagers
- May 17 Joint meeting of SPSC and Task Team co-leads to Debrief TT process and plan for next year, review the draft Final Report, and discuss any remaining issues.
- May 21 SPSC Meeting to review Final Report and see the Database prototype
- May 25 Rob & Monique present final report to President Botman
- Jun 07 Rob & Monique present final report to University Council (Associate Deans and Dept. Heads)
- TBD Rob & Monique present Final Report to President’s Cabinet?

It is essential that the SPSC Liaisons talk with their Task Team co-leads this week to convey the guidance from this meeting and get closure on a 1-pager to review at the May 07 SPSC meeting.

Guidelines for the 1-pagers

Focus on a brief explanation of the gap and a detailed specific, actionable recommendation with justification and resource needs (include funding $ needed).

Avoid general verbs like “engage”, “continue”, “discuss”.

Avoid narrative of history, background, existing actions. Focus on the gaps and how to fill them.

OK to recommend changes or additions to the SP Elements, and be sure to address related Actions to add or change.

See Task Team 3 below for an example.

We agreed it will be difficult to expect a consistent look-and-feel for the 1-pagers in time to attach them to the Final Report. Therefore we will write the Task Team recommendations into the Report, using as much of the original language as possible.

Next meeting: Portland campus, 8:00-10:00 on Monday, May 07 in Abromson 213. (Room reserved to 11:00)

Action Items:

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<th>Who</th>
<th>When</th>
<th>What</th>
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<tr>
<td>All liaisons</td>
<td>May 07</td>
<td>Work with your Task Team to complete Step II analysis and draft a one-page summary with recommendations for the SPP and Activities.</td>
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Monique handed out copies of the draft “1-pager”s for Task teams 1, 2, 3, 4, 6 and 8 and Katherine distributed copies of a one-pager on Enrollment. We recorded key discussion points on flip charts, transcribed below:

Discussion (work in progress; TBC on Monday, 5/7):

Task Team 1
Clearly identify desired student outcomes and track achievement during school and post graduation. Consider the different stakeholders tied to specific cohorts – e.g. parents, employers

Task Team 2
Assess the effectiveness of USM core curricula in meeting 21st century needs. Include community involvement and engagement in goals and incentives for faculty.
Recommend to provost and the faculty to develop and deploy goal-setting, recognition and incentives for faculty members and leaders that include:

- Student Success – teaching excellence
- Research
- Community Engagement

Establish a persistent means to continuously capture and communicate the “voice of the student” to the USM community.

**Task Team 3**

Add an SP Element: Promote and communicate the Graduate Studies mission.

With the Action: Clearly identify a leader (Dean?) for Graduate Studies accountable for integrating graduate programs with each other, with undergraduate programs, with community needs and with USMs Adult Education marketing.

**General Recommendations**

Establish criteria for how to measure faculty engagement.

Incentives/compensation need to be consistent and rationally applied across departments and campuses.

Recommend to provost to develop consistent and knowable standards for P/T (tied to Goal #2).

Create a culture that supports engagement (tied to Goal 2).

Engage STUDENTS in the SP process and generally speaking, in the work of advancing the university.

Continue to build on initial success of increasing student financial aid. Track and confirm impact on incoming student qualifications, retention, etc.

Assessment (NEASC/CORE) – accommodate multiple cohorts with different assessment needs.

Seamlessly integrate courses and programs that support USM goals across the UMaineSystem.

**SPSC Process**

Next year – Build on catalog and gap analysis to develop and promote specific gap-closing actions.

**Final Report**

Engage Faculty for teaching (?).