Strategic Plan Steering Committee Meeting Minutes  
May 07, 2012

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

Absent: John Burgess, Chris Camire, David Nutty, Jeannine Uzzi

Guests: Joshua Gates, Amy Gieseke

Updates:
Monique reviewed the timeline to compete this year’s SPP work. We agreed to meet before the Task Team co-lead meeting on May 17 to finish reviewing TT8 1-pager. We agreed to change the May 21 meeting time to 10:00-2:00 and lunch will be provided. With these updates, the timeline events are:

May 17 8:00AM SPSC meeting to finish TT8 1-pager review.  
8:30AM Joint meeting of SPSC and Task Team co-leads to Debrief TT process and plan for next year, review the draft Final Report, see the Database prototype and discuss any remaining issues. Portland campus, Abromson 213. (Room reserved to 11:00)

May 21 SPSC Meeting to review Final Report and SPP logistics, plan for 2012-13 and see Database prototype Portland campus, 10:00-2:00 in Abromson 215.

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?  
TBD Announcement and publication of the Final Report

We revisited whether to include the 1-pagers in the Final Report and decided to summarize key points in the Report as planned, and attach the 1-pagers to it. We continued our review of the 1-pagers, and the notes from our flip charts are transcribed below. Since we added to some of the notes from our April 30 meeting, the content from that meeting is included and updated here.

1-pager Discussion:

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  
Incorporate the recommendation from TT7 to develop metrics for the Strategic Plan Elements.

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.  
Focus intentionally on USM undergrads’ progression into graduate programs.
Task Team 4
Rob will speak with Samantha about adding recommendations for the broad research perspective of the university. Incorporate Research Council Plan info. Research informs/supports teaching. Speak to the role of USM to house/host research centers, e.g. Muskie. Research theme needs to incorporate broader creative effort, e.g. theater and pedagogy. Address student involvement and community engagement in creative activity. Theme: Creative Activity at USM leads to a vibrant community that will attract and retain good faculty to attract, retain and educate students.

Task Team 5
Add description of resources ($ and people/time) needed for the recommended budgeting process. Integrate the proposal for strategic budgeting to the TT1 recommendation for sustained strategic planning.

Task Team 6
Diversity Summit should be the first University Hour in the fall. Need to address the needs of the student cultural diversity, including immigrants and non-English speakers. Need to address the need for academic/scholarly/teaching diversity.

Task Team 7
Need a permanent owner for the University Hour to make it sustainable after the committee designs it. Expand the Polycom recommendation to encompass broader (and future) communication technologies (e.g. Skype videoconferencing). Include creation of a Portland Admissions Office or Visitors’ Center in Enrollment 1-pager and General Recommendations. Incorporate in TT1 1-pager the recommendation from TT7 to develop metrics for the Strategic Plan Elements.

Enrollment
Create a Portland Admissions office or Visitors’ Center similar to other campuses that it a one-stop resource for potential new students and their families.

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 UMaine System. Need to make budget decisions and allocations as investments tied to the Strategic Plan

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

Final Report
Engage Faculty for teaching (?). Recommend admission office/visitor center on Portland campus. Set the context for the 1-pagers and attach them.