University Planning Group Minutes
November 18, 2009

Time: 9:05 a.m.

Location: KFA Conference Room

Present: David Rainville, Terry Ferriss, Dale Braun, Stacy Stoffregen, Steve Kelm, Gregg Heinselman, Sarah Egerstrom, Dale Gallenberg, Michael Miller, Alan Tuchtenhagen and Fernando Delgado  Absent: Josh Brock, Brad Mogen, Kristen Hendrickson and Brian Schultz.

Provost Delgado apologized for the cancelation of the previous meeting but noted that the response to that action was positive. No changes to today’s agenda were requested.

Agenda Items

1) Liaisons:
   - Distributed updated Strategic Plan grid with 09-10 chairs revised.
   - Distributed 2009-2010 Comprehensive Operational Plan v. 11-12-09.
   - Discussion of the role, challenges, expectations, structure and reporting process of /for the Liaison and the committee they are assigned to.
   - Discussion of the prioritization of the strategic plan goals list and methods for demonstrating graphically on the list, i.e., fonts and colors.
   - A member pointed out that the steering committee should be making and bringing forward decisions for the liaison assignment and any possible re-design of the process.

2) Steering Committee:
   - The discussion evolved into the steering committee agenda item when a member noted that the steering committee had previously been populated by election but he suggested that perhaps it could be formed by one person from each college and the provost.
   - Discussion of the number of steering committee members needed. Suggestion of odd number with 5 members with one member preferring 3 or 4 as they did not feel 5 was needed.
   - Provost Delgado expressed a need for the steering committee to look across the Univ., “go back” to stakeholders and represent the campus, student affairs and faculty senate chair.
   - A member asked what the function of the committee was to be within the UPG.
   - Provost Delgado asked Sarah Egerstrom, Dale Braun and David Rainville if they would join him on the steering committee. All three accepted.
   - A member of the group expressed a concern that faculty was not well represented and several faculty members were absent today. Provost Delgado said he would
check with Brad Mogen and Brian Schultz to see if they would accept a position on the steering committee.

- A discussion continued on the scope and role of the steering committee. Some of the items discussed are:
  - Coordinate and bring back to larger group
  - Advise in the process
  - Preparation of grid
  - Agenda items
- Question was asked about what is role of steering committee if they notice a faculty senate committee that may be failing in its tasks.
- David Rainville responded that the faculty senate chair and executive committee will address those concerns.
- Provost Delgado suggested rubrics be created to access when the work is done.
- Discussion about process about changing/editing the sp grid, etc.
- Provost mentioned that some groups have changed task charters, taken on additional activities and the original charter may not be addressed.
- Member commented that he knew of at least 6 that have changed.
- Member expressed concern about whether progress or completion is recorded in any manner, how to know the status of charter, how is it reported. Feels UPG should review proposed changes and approve.
- Must inform the next iteration. Some of this version of the sp will never be done.

3) Tracking Progress on Goals & Tasks:
- Discussion from above continued:
  - Delgado stated: OPI in future will be an operational goal, not part of the strategic plan – things will become cultural - brand becomes part of the core.
  - Envision timeline
- Delgado suggested a “report card” by a sub-committee to develop a scoring system – measurements to indicate the status.
- Member stated that much progress was made but another member mentioned that it had not been captured for evaluation – it needs to be demonstrated.
- Discussion of the life of the existing strategic plan and the process to begin a new strategic plan.
- Mike Miller, Gregg Heinselman and Fernando Delgado volunteered to be members of a “Report Card” Committee

Meeting end time: 10:05 a.m.

Respectfully submitted by Jan Zoerb.