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| Strategic Planning Committee Meeting |
| NOTES | February 8, 2012 | 9AM | Mod Hall Conference Room |
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| NOTEKEEPER |  |
| Attendees | **□**Gabe Aquino **□**Marijoan Bull **□**Joseph Camilleri **□**Junior Delgado **□**Vanessa Diana **□**Tian-jia Dong (spring) **□**Kelly Galanis **□**Linda Hogan Shea **□**Mark Horwitz (fall) **□**Brian Hubbard **□**Christine Irujo **□**Brad Knipes **□**Brenda Lucas **□**Ryan Meersman **□**Nicholas Newsome**□**Carol Persson **□**Carlton Pickron **□**Laurie Simpson |
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| Agenda topics |
| Status | Mission Statement, Values & Vision | MJ Bull |
| Discussion | The Committee reviewed the current draft mission statement, values and vision. One hand-out listed the draft mission statement and below that the NEASC standard/assessment questions for Mission Statements and the Department of Education mission statement for the State University system. |
| The group considered how well our current draft fit these two documents, and all agreed the mission and vision could benefit from continued refinement. Areas highlighted for improvement were: the ending of the mission statement and overall flow; and the first paragraph of the vision Statement. Laurie Simpson agreed to head up a group to work on that before the next meeting. Anyone interested in helping should contact Laurie or send suggestions for edits. |
| Conclusions |  |
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| Action items | Person responsible | Deadline |
| Further Refine Mission and Vision Statements | L. Simpson | Next Mtg |
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|  | Strategic Planning Process  |  |
| Discussion |  |
| The group agreed to establish a subcommittee to prepare a recommended process for Campus Strategic Planning. This was something discussed earlier in the semester, with the committee agreeing that we would send a recommended process with the next 5 year plan.  |
| Brad Knipes offered to head this subcommittee, and spend less time as a Co-chair of the SP Committee. Brain Hubbard agreed to serve on the subcommittee. Anyone else who is interested should contact Brad. |
| Conclusions |  |
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| Action items | Person responsible | Deadline |
| Develop a proposed Campus Strategic Planning Process | B. Knipes with others |  |
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|  | Drafting the Plan | MJ Bull |
| Discussion | The group discussed the next steps of developing the goals and objectives. It was agreed to use the terminology of overall goals; more specific objectives beneath each goal, and action steps with metrics identified on an annual basis by administrative and academic departments. |
| Hand-outs included the prior plan which had 5 Strategic Priorities (in this plan would be called goals), and a draft goal document to jumpstart ideas. It was agreed that everyone should consider the SWOT analysis (also handed out) developed in January, and write down their own suggested goals and/or objectives for the next 5 years. |
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| Conclusions |  |
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| Action items | Person responsible | Deadline |
| Draft Suggested Goals and Objectives | Everyone | Next Meeting |
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|  | NEXT MEETING |  |
| Action items | Person responsible | Deadline |
| **Tuesday February 21 (which is a Monday schedule) 4PM in Mod Hall 106** |
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Respectfully submitted MJ Bull.