

**Strategic Planning and Resource Council
Meeting Agenda
August 10, 2012**

**Attendance: Drs. Nancy Reese, Kevin Browne, Spencer Sims
Absent: Stephanie McBrayer**

A.) Review Committee Structure and Charge for SPARC, SPC, and SBAC

1. Dr. Reese explained the Higher Learning Commission Monitoring Report and the restructuring of SPARC. The four members of the Strategic Planning and Resource Council, which is considered the Executive Committee, are Drs. Reese (Chair) and Browne (President of the Faculty Senate), Stephanie McBrayer (President of the Staff Senate) and Spencer Sims (President of the Student Government Association). The job of SPARC is to coordinate the efforts of the Strategic Planning Committee and the Strategic Budget Advisory Committee. Dr. Reese is also the Chair of the Budget Advisory Committee and the Strategic Planning Committee, and all members of SPARC are also members of the SBAC and SPC.
2. The members of the SBAC are known at this time. All of the Finance staff are non-voting members, as are the Presidents Elect of the SGA, Faculty Senate and Staff Senate.
3. The SPC is still missing the faculty representatives. The President also has to name the BOT and community representatives. Both the SPC and SBAC will begin meeting in September.
4. SPARC's charge is to coordinate the activities of the SPC and SBAC and stay on top of what the committees are doing.
5. The SPC is responsible for making sure that there is a report on the Strategic Plan and that the Strategic Plan is reviewed and revised for the upcoming time period. That time period is yet to be discussed.
6. The SBAC is responsible for making sure the budget is prioritized and tied to the Strategic plan. SPARC's responsibility is to combine both to meet the Strategic Plan.
7. Since this is a brand new process for UCA, SPARC's job is to make sure that all of the processes get ironed out, setting a process for both now and in the future. SPARC will work from the strategic plan created in 2010 and take it forward from now on to ensure that the plan is implemented and kept up-to-date, that efforts of the SPC and SBAC are coordinated, and that everyone is doing what they're supposed to be doing.

B.) Update on Activities of SPARC Chair to Date

1. Dr. Reese reported on her activities over the past few weeks. She has talked to Mike Schaeffer (Chair of the former SPARC that created the current strategic plan) and Janet Wilson (former Chair of SBAC) to get their perspective on what needs to happen going forward. In addition, she has had meetings with Diane Newton (VP for Finance and Administration), Tom Courtway (President), Steve Runge (Provost), Neil Hattlestad (Dean, CHBS and Chair of HLC Monitoring Report Team), Jonathan Glenn (Associate Provost and HLC Liaison), Amber Hall (Institutional Reporting) to obtain additional information and perspectives. The key points from those meeting were reviewed.

C.) Meeting Dates for SPARC, SPC, and SBAC.

Dr. Reese suggested the following meeting dates for the SPC, SBAC, and SPARC: Strategic Planning Committee the first Thursday, SBAC the second Thursday and SPARC the last Tuesday for each month at x-period. SPARC also will need to meet one additional day per month. Instead of an October meeting, SPC will meet on Sept. 25, as Dr. Reese will be out of town on October 4.

D.) Review of Identified Issues:

1. SPARC must issue an Annual Report to the Faculty and Staff Senates and Student Government Association by Oct. 1. At this point, there won't be much to report. Janet Wilson has already put together the Budget Advisory committee report. The only thing that needs to be added to that is a time line. SPARC's report would basically be an executive summary of what our charge is and any recommendations we would have as well as key deadlines for the 2012/2013 year.
2. One of the items mentioned in Appendix 2.1 of the HLC Monitoring Report is an Institutional Report Card. There is no mention of who is responsible for the report card so Dr. Reese will confirm who is responsible for the report card, SPARC or another group. According to the committee who wrote the monitoring report, we will report on the KPI (Key Performance Indicators) and we will report on the progress towards the Strategic Planning goals. Targets have not yet been established so a committee should be formed to establish those targets. Drs. Neil Hattlestad and Jonathan Glenn suggested that SPARC should be very involved in deciding who should be on this committee but Dr. Reese would like to confirm. This needs to be done by September 1. Targets need to be set soon so the Institutional Report Card can be completed.
3. The other issue is that all the data for the Institutional Report Card is not available until mid-October; however, the report goes forward to the Board of Trustees in August so the data would be a year or more past. To address this problem, SPARC will suggest that the time of submission be adjusted to December of each year. In order to make this change, Appendix 2.1 would need to be revised and sent forward to the Senates and SGA, and ultimately to the BOT for approval.
4. Initiatives Versus Action Steps – two handouts were distributed. Appendix 2.1 states, "every Spring the Strategic Planning Committee should conduct campus wide meetings and unit meetings about the Strategic Plan to discuss which initiatives the university community feels should be moved from the list of possibilities generated during the university wide strategic planning process to the active list in the next fiscal year." Each goal of the Strategic Plan has initiatives. When the committee wrote the monitoring report, they put together the action steps. The action steps don't say anything about the initiatives. One dilemma is how the initiatives and action steps come together. One of the big questions is, does everyone report on initiatives, action steps, or on goals? SPARC needs to hammer this out. Dr. Reese is most comfortable with SPARC handling initiatives because the university community came up with this. In addition, SPARC needs to recommend the terminology to be used.
5. After discussion the committee determined that each person would take two goals and work towards all three years. NBR will take the first two goals, KB will take the

second two goals and SS will take the third two goals. It was decided to keep the terminology of Goals, Initiatives, and Action Steps.

6. Before forums are scheduled in the spring to decide on changes in the Strategic Plan, progress on the plan will need to be reported. Fall of 2013 is when the first Institutional report card will come out. The committee will work toward a progress report on the strategic plan to be issued on December 2012.

Next steps:

1. Review the task list and if there are any questions, send an e-mail to all members in SPARC.
2. Next meeting at X-period on the 28th.
3. Dr. Reese will send out an e-mail about other meeting dates.