

**UCA Strategic Planning Committee  
Minutes  
September 5, 2013; 1:40 p.m.**

**Members Present:**

Dr. Nancy Reese, Chair  
Brian Bolter  
Don Bradley  
Dylan Doughty  
Jonathan Glenn  
Chad Hearne  
Aaron Knight  
Shelly Mehl  
Lindsey Osborne  
Adam Price  
Colby Qualls  
Ashley Ross  
Michael Rubach  
Meghan Thompson  
Charles Watson

**Members Not Present:**

Wendy Castro  
Victor Green  
Steve Runge  
Tab Townsell

- A) Approval of Minutes
  - 1. Minutes from August meeting were sent via e-mail yesterday. Motion to approve was passed unanimously.
- B) Approval of SPC Annual Report 2012-13
  - 1. Looked at the Annual Report at last meeting. No feedback via e-mail. No edits or changes recommended today. Motion to approve. Seconded and unanimously approved.
- C) Proposed Changes to SPARC Organizational Document
  - 1. At their August meeting, the SPARC Executive Committee discussed the fact that there is currently no uniform start of term for members of the SPC or SBAC. Because everyone doesn't start their term at the same time (staff, faculty, and student members all begin their terms at different times), there is no orientation for new members and those going off don't get recognized. The SPARC Executive Committee has recommended changes in the SPARC Organizational document (formerly Appendix 2.1 of the HLC Monitoring Report) to change the term of everyone's appointment so that all new people, which would include Staff Senate appointees, Faculty Senate appointees, SGA appointees, etc., would start on June 1. That date was chosen because that is when the SGA President would have graduated and their replacement would be coming on. In the past, terms started in September but since this committee meets year round, there was no specific reason to start in September. With the recommended change, terms would run from June 1 to May 31 of each year. Faculty Senate appointments would take place before that Senate ended and Staff Senate would make appointments in the late Spring so that new members could start on June 1.
  - 2. A second change was on Page 4 – the former terminology "Initiatives" was changed to new terminology "objectives."
  - 3. Discussion ensued over using the designation of "fiscal year" with reference to terms of service. In this context, "fiscal year" is referring strictly to the appointment, not the term. A

motion was made to remove the word “fiscal” from the wording so that the document will read:

on page 3 under “Membership” - “The Strategic Planning Committee will have the following voting members appointed before June 1 of each year with terms beginning June 1.”

On page 5 under “Membership” - “The following voting members appointed or elected before June 1 of each year would begin on June 1.”

4. The Trustee member of SPC could be appointed in December but their term would not begin until June 1. That would give them time to get acclimated before beginning to serve.
  5. A motion was made to accept the changes in the document with the wording changes. The motion passed unanimously.
  6. Changes to this document will go to SBAC next week, then to the President, and ultimately to the BOT.
- D) Review of Progress toward UCA Strategic Plan for FY13
1. Document sent via e-mail with the outline of the goals and the progress towards each goal for 2013. Updated goal 6 was sent yesterday.
  2. Question about whether the actual, rather than estimated, costs were going to be included for each action? Discussion ensued about the amount of detail desired, the inability to prioritize without accurate cost information, whether actual costs should be required reporting, how to include non-monetary costs, etc.
  3. Jonathan Glenn moved to table this discussion until after the HLC visit. The motion passed.
  4. There are titles in the report for 2012-13 that are inconsistent with current positions. In Goal 2, Director of Assessment is now Associate Provost for Assessment and we no longer have a VP or Associate VP for Enrollment Management. Dr. Reese explained that these were the titles in place at the beginning of the reporting period. For the sake of new people coming on, and for the purpose of clarification it was suggested to add a footnote to designate that “titles of certain positions and certain responsibilities may have changed” or “this report reflects what was in place at that time.”
  5. Meghan Thompson reported that the Staff Senate got a complaint about the organizational chart not being available on-line. Suggested that in the future, it be posted and everyone made aware of where people can find it. Jonathan Glenn said that it is currently on the President’s webpage but it is not up to date. He asked permission to update it for the HLC visitors and anticipates that it will be updated on the website. Since the organizational chart is reflective of titles, not names, it does not change based on when people fill or leave a position. It was said that this chart should be checked on an annual basis.
- E) Updated UCA Strategic Plan for 2014-18
1. When we started this process, we had a plan for 2012-16. Dr. Reese decided last year to change the dates to 2013-17 since the Strategic Plan was developed as a five year plan. At some point, the Strategic Plan needs to be looked at, in its entirety, to see if it’s still appropriate for the University. She asked the committee to address whether the dates of the plan should continue to change each year or whether there should be an “expiration date”. Discussion ensued about the Strategic Plan being a living plan, under constant revision and update from year to year.
  2. A motion was made to change the dates of the plan to 2014-18. The motion passed unanimously.
  3. A motion was made to make the dates of the Strategic Plan perpetual or “rolling five years.” No discussion. Unanimously approved

4. Based on proposed revisions to the strategic plan, there may be some Objectives that don't have Actions. SPARC is meeting with President Courtway on Sept. 19 to get his perspective on what his preference is on how actions get created, particularly in light of the Goals that he verbalized in the recent General Faculty meeting within the past two weeks.

F) Other Business

1. Next meeting date is Oct. 3. Dr. Reese will be out of town due to a conference and suggested that we can have an electronic meeting. If there is business on which voting needs to take place, we can do it as an electronic meeting. At the time of our next meeting, the BOT will not have yet voted on the revisions to the Strategic Plan. That will not take place until Oct. 11. All said that they would be agreeable to meet electronically, if necessary.
2. The following meeting will be in November on the Thursday just prior to the HLC visit the following Monday. Please be sure to read and be familiar with the HLC Focus Visit Report document. There may be a possibility of them meeting with us.
3. Question about the Revised Governance Questionnaire. Dr. Reese said she will send last year's questionnaire so that all can look at it and determine if there is anything that needs to be changed for the coming year. We can either vote electronically or if there are significant things that people want to discuss, we could delay it until Nov. 7.

G) Adjourn

1. Motion to adjourn at 2:25 p.m.

Next Meeting: Thursday November 7, 2013 at 1:40 p.m. – Wingo 315