

**Strategic Planning Committee Minutes
September 6, 2012**

Dr. Reese opened the meeting at 1:40 PM in Wingo Hall 315.

Attendees Present:

Dr. Nancy Reese, Chair
Dr. Kevin Browne, President Faculty Senate
Stephanie McBrayer, President Staff Senate
Spencer Sims, President Student Government Association
Lindsey Osborne, Vice-President Staff Senate
Dr. George Bratton, Vice-President Faculty Senate
Jovana Ilic, Vice-President Student Government Association
Dr. Michael Rubach, Faculty Representative
Dr. Brian Bolter, Faculty Representative
Dr. Jay Ruud, Department Chair, Faculty Representative
Patricia Smith, Non-classified Staff
Kim McKee, Classified Staff
Adam Price, Student Government Representative
Colby Qualls, Student Government Representative
Dr. Jonathan Glenn, Dean
Shelley Mehl, Vice President
Bobby Reynolds, Board of Trustees, Chair
Dr. Steve Runge, Interim Provost

Absent:

Tab Townsell, Conway Mayor, Community Member

Guests:

Susan Wood, Student
Dr. Elaine McNiece, Associate Provost & Graduate Dean
Dr. Wendy Castro, Director of Assessment

Handouts:

Purple folder containing a copy of today's meeting agenda, a copy of pages six (6) – ten (10) of the UCA Strategic Plan, a copy of Appendix 2.1: Strategic Planning and Resource Council (SPARC) - Proposed Reorganization, a copy of the UCA Strategic Planning and Budgeting Key Tasks and Deadlines FY 2012-13, and a copy of the UCA Strategic Planning Committee Schedule of Meetings, September 2012- August 2013

Discussion:

- Dr. Reese explained the relationship among the three (3) committees (Strategic Planning and Resource Council (SPARC), Strategic Planning Committee (SPC), Strategic Budgeting Advisory Committee (SBAC) and the charge of the Strategic Planning Committee (SPC).
- The Committee then reviewed the UCA Strategic Plan (Vision Statement, Mission Statement, Goals, and Initiatives). The history of the Action Steps provided in the HLC Monitoring Report was explained to the committee members. Dr. Reese asked committee members to review the Action Steps and become familiar with them.

- Dr. Reese initiated a discussion regarding the Progress Report for the Strategic Plan for 2012. All “responsible parties” for 2012 action steps have provided a report on 2012 action steps and suggested changes for action steps for 2013 and 2014. A compiled report containing action step progress and updates was forwarded to committee members via email on 9/6/12. Committee members were asked to review the report in detail and to email Dr. Reese with any questions for responsible parties. If questions need to be asked, the appropriate responsible party will be requested to attend the September 25 meeting of the Strategic Planning Committee.
- The document “ Key Tasks and Deadlines for FY 2012-2013” was reviewed.
- Dr. Reese explained the schedule of meeting dates for the committee.
- Dr. Reese told the committee that the Strategic Planning and Resource Council (SPARC) had already met two (2) times to discuss and work on progress.
- Dr. Kevin Browne proposed revisions to the Strategic Plan, to add a new Goal three (3) covering salary issues and financial health that are not currently in the plan. In addition, he pointed out the lack of an initiative related to Assessment in the current Goal 3, even though numerous action steps related to assessment are under Goal 3. Discussion ensued among committee members with a resultant suggestion that Goals 2 and 3 be combined and a new Goal 3 related to financial health be developed. SPARC will work on a draft of these changes and report back to the committee in an electronic format shortly.
- Dr. McNiece asked if there were Action Steps to address all the Initiatives? Dr. Reese and Dr. Browne indicated this was not necessarily the case. For example, there are currently no Action Steps addressing the initiative related to enrichment of global learning. Discussion occurred regarding action steps at department levels and the plan for incorporating those action steps (via the use of Digital Measures) into the strategic plan so all work being done toward strategic plan initiatives will be available to the committee.
- Discussion occurred over the best way to assess progress toward the Strategic Plan for 2012. Opinions were expressed by several committee members. The committee agreed to report progress at the level of the initiatives, using completed action steps to demonstrate progress toward initiatives. Dr. Reese explained that in order to keep the Strategic Plan in line with the budgeting cycle, updates to the strategic plan in the spring will occur for fiscal year 2015 (academic year 2014-15). Any updates for FY 13 or 14 need to be accomplished this fall.
- The committee discussed the terminology used in the Strategic Plan. SPARC will look at suggested changes on Goals and Initiatives to reflect better organization and at any changes needed in the wording terminology.
- Dr. Runge initiated a discussion regarding adding Dr. Wendy Castro, Director of Assessment to the Strategic Planning Committee (SPC). A motion was made to add Dr. Castro to Strategic Planning Committee (SPC) by Dr. Brian Bolter and a second by Dr. Michael Rubach. The motion passed unanimously.
- Dr. Reese discussed the Institutional Report Card (IRC) and the need to change the date of the Report Card to go to the UCA Board of Trustees in December rather than in August each year. This change would allow the data in the IRC to be more timely. A motion was made to accept changes in procedure to the Report Card by Dr. Jay Ruud and a second by Dr. Kevin Browne. The

motion passed unanimously. Changes will be made in the document Appendix 2.1: Strategic Planning and Resource Council (SPARC) - Proposed Reorganization to reflect the motions passed. Revisions will then be forwarded to the Faculty Senate and then the UCA BOT for approval.

- Dr. Reese informed the committee that discussion of items six (6) and seven (7) on today's agenda will occur at the next scheduled meeting.

Next Meeting: 1:40 PM, September 25, 2012 in Wingo 315

Meeting Adjourned: 2:30 PM