

Strategic Planning Task Force Meeting

May 20, 2013

Participants: D. Allred, K. Arnoldsen, L. Barnhurst, M. Brown, J. Cox, M. Dodge, S. Golding, B. Gridley, B. Hermansen, S. Hill, M. Jenkins, D. Larsen, C. Mathie, S. Meredith, L. Smith, N. Visger and G. Wright.

Marvin invited members of the Task Force to attend any of the staff meetings that have been scheduled. If there is a need for additional staff meetings they will be scheduled at a later date. Several meetings have been scheduled so that all services and offices can remain open. Any faculty members who were unable to attend a division meeting should also be encouraged to attend any of the staff meetings.

Wednesday, May 22	10:00 pm to 12:00 pm – Richfield (Room 109, Washburn Building)
Tuesday, May 28	1:00 pm to 3:00 pm – Ephraim (Philadelphia Room, GSC)
Wednesday, May 29	10:00 pm to 12:00 pm – Ephraim (Philadelphia Room, GSC)
Thursday, June 6	10:00 pm to 12:00 pm – Ephraim, (TBD)

Kari distributed two articles on teaching that provide insight into teaching including *How Children Fail* by John Holt and *A Great Teacher's Method* by Samuel H. Scudder. Marv also emailed a list of reference materials to all Task Force members last week. This information will also be included on the Strategic Planning website. Anyone who has other recommendations should provide the information for inclusion on the website.

During the April 17, 2013 Task Force meeting a list of stakeholders who should be contacted as part of the data gathering phase of strategic planning was developed. To follow-up with stakeholders the following subcommittees were created and assigned to gather information from each of the specific areas identified.

Employers – Jon Cox, Coordinator; Terry Lund and Mike Medley, members

Parents – Danni Larsen, Coordinator; Spencer Hill, Natalie Visger, Brad Taggart, members

High Schools – Larry Smith, Coordinator; LaFaun Barnhurst, Kari Arnoldsen, Sara Golding, Beckie Hermansen, members

Peer Institutions – Greg Wright, Coordinator; Ben Gridley, Steve Meredith, David Allred, Beckie Hermansen, Members

Students – Craig Mathie, Coordinator; Michelle Brown, Cindy Avery, Members

Faculty/Staff – Marvin Dodge and Melanie Jenkins are gathering information from these stakeholders.

Friends/Alumni/Emeriti – Marv will work directly with Rosie Connor on this effort.

A list of information gathering techniques was distributed to give each subcommittee an idea of some of the ideas provided in Sanaghan's work entitled *Collaborative Strategic Planning in Higher Education*,

which is being used as a reference for task force efforts. Each subcommittee may determine the best method for gathering information.

As subcommittees begin gathering information they will be looking for SWOT-type information, as well as a vision for Snow College in five years. Other Task Force members may be asked to participate in open meetings, etc. All information should be obtained, organized, and summarized before August 1, 2013. Each subcommittee will have the opportunity to deliver reports and presentations to the task force.

Beckie will be available to assist subcommittees in administering any survey they may wish to use through Survey Monkey. This tool can be used to gather and sort specific information as needed. She requested that groups provide a list of questions, etc. directly to her in a timely manner to facilitate this effort. Groups should contact her directly for further instructions.

The next portion of the meeting was devoted to discussing the definition of what constitutes a program. The Board of Regents has defined a program as *a unit within the institution with an identifiable teaching, research, or other academic mission. For a unit to be designated a "program" it shall have an identified group of faculty and shall fulfill one or more of these criteria (1) has program, center, institute, laboratory, department, school or college in its title or has otherwise been designated as a program, (2) offers or administers a degree, certificate, or some other credential; (3) has an identifiable curriculum or is formally described in current institutional catalogs or other publications; (4) has a separate budget as listed in official university documents.*

Spence distributed a breakdown of the FY14 budget by general fund program and administrator. This list might be used as a starting point for defining programs but may not be adequate for evaluating all academic programs. A program breakdown example of the English department was reviewed. Each academic department will need to evaluate their own department to see how it fits within the overall strategic plan of the College. The Task Force will need to establish guidelines for all to use as it applies to their areas of responsibility. An evaluation tool will need to be developed and should be tested using both a small and large department to determine what changes may need to be made for the tool to be used effectively across the college.

Departments will also be encouraged to identify any new programs they feel should be included at Snow College in the future as funds become available. These programs will need to be justified using the same ten criteria as existing program areas.

Marv distributed the summary of Task Force member ranking of the ten criteria used to evaluate programs. The summary included the raw scores from 16 members including the average, minimum and maximum as well as the relative ranking of each criterion from the highest to lowest. At the next Task Force meeting the specific criteria to be used in evaluating Snow College programs, etc. will be reviewed. The relative weight of each criterion will also be determined. The next Task Force meeting is scheduled for Thursday, June 6, 2013 at 2:00 pm. in the Heritage Room – Noyes.