

Strategic Planning Task Force Meeting

November 19, 2013

Participants: D. Allred, K. Arnoldsen, C. Avery, L. Barnhurst, J. Cox, M. Dodge, B. Gridley, B. Hermansen, S. Hill, M. Jenkins, D. Larsen and S. Meredith and G. Wright.

Marv opened the meeting by announcing the Board of Trustees approved the Strategic Plan at their meeting on November 15, 2013. The Board was pleased with the goals and the implementation plans that have been outlined. They expressed their thanks to all members of the Task Force for their efforts in this assignment. President Wyatt also indicated his approval and support of the goals and implementation plans and expressed his appreciation to all the members of the Task Force for their support of Snow College.

Marvin then reviewed Resource C from Robert Dickeson's book which provides suggested questions to use as criteria for measuring administrative programs. Questions from this list will be incorporated into the tool that will be used to evaluate both academic as well as administrative units of the College. There will be one tool used and under each criterion an example will be provided to help both academic and administrative units understand what information is being requested.

Melanie and Marvin will meet to review the format of the tool and develop examples under each heading. The modified tool will be distributed by email to members of the Task Force for final comments. The revised tool will then be given to both the math department as well as human resources to complete so that any ambiguities or clarifications can be made prior to asking all departments and administrative units of the college to complete the form.

Concern was raised on adding page limit criteria to the process. A final decision on whether to implement a page limit will be deferred until after the two test programs have completed the process to see if a limit should be required.

There was also a discussion on what constitutes a program and at what level the tool should be used. Consideration was also given to removing criterion 8 from the tool completely and use the zero based budget process to provide the budget information for each program. This would allow the departments/units to focus on providing support for their program areas without regard to budget. No final decision was made on this point.

Spence has been working on templates for departments/units to use in the zero based budget process. Becky will work with Karl on queries that can be created to select specific information from Banner. Historical budget information for the last three years will be provided to each unit to help them determine their budget going forward.

The next regularly scheduled meeting of the Strategic Planning Task Force will be Tuesday, December 3, 2013 in the Academy Room. There will be no meeting next week.