

University of Minnesota Morris Digital Well

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Planning Committee

Campus Governance

10-25-2016

Planning minutes 10/25/2016

Planning Committee

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To:	Planning Committee	
	Participants:	Oscar Baldelomar, Melissa Bert, Brook Miller, Seung-Ho Joo, Sandy Kill, Jana Koehler, Tiernan Lenius, Mike Cihak, William Rasmussen, Bryan Herrmann (ex-officio), Gwen Rudney (ex-officio), Matt Senger (ex-officio), Alison Campbell (secretary)
From:	Engin Sungur, Chair	
	Present:	Oscar Baldelomar, Melissa Bert, Brook Miller, Seung-Ho Joo, Sandy Kill, Mike Cihak, Bryan Herrmann, Matt Senger, Alison Campbell (secretary)
Subject:	<i>Meeting Agenda</i>	
	Date:	October 25 (Tuesday)
	Time:	3:00-4:00
	Place:	Prairie Lounge
Committee Website		http://committees.morris.umn.edu/planning-committee
Committee Moodle Site		https://ay15.moodle.umn.edu/course/view.php?id=7767

THE AGENDA

1. Approval of Sept. 13, 20, 27 and Oct. 4, 2016 Minutes (will be provided by Alison Campbell) (5 min.).

Action: Approval of the minutes - yes

2. Information: Chancellor Search

Tuesday, October 25

7:45-9:00 Breakfast with Finance and Planning Committees' Members Prairie Lounge

12:15-1:30 Lunch with Steering, Consultative, Membership, and other Campus Governance Committee Leaders, Moccasin Flower Room

Tuesday, November 1

7:30-8:40 Breakfast with Finance and Planning Committees' Members Prairie Lounge

12:00-1:30 Lunch with Steering, Consultative, Membership, and other Campus Governance Committee Leaders, Alumni Room

Thursday, November 3

7:30-8:40 Breakfast with Finance and Planning Committees' Members Prairie Lounge

12:00-1:30 Lunch with Steering, Consultative, Membership, and other Campus Governance Committee Leaders, Alumni Room

3. Discussion on UMM Strategic Planning Survey Progress (Appendix A) / Bryan's Vice Chancellor Meeting Email

Committee members continued discussion of the Qualtrics survey that will be used to solicit feedback on the goals listed in the 2006 Strategic Plan. The current layout and distribution list was modified:

- Planning Committee (PC) members reviewed the personnel and committees listed in the 2006 Strategic Plan and modified the list to accurately reflect current staff and committees (see Appendix A for modified list- changes are noted in parenthesis).

- Each committee chair will receive a link to the survey. The expectation is that each chair will discuss the questions with their committee members and fill out the survey after soliciting their feedback.
- A suggestion was made to add a deadline for survey response and also to send reminder emails after the survey is initially sent to respondents.
- A suggestion was made to have the introduction page that describes the reasons for the survey to pop up every time respondents open the link, so that survey takers are reminded of key details related to the survey.
- A suggestion was made to add a statement to the introductory page such as "Your work will be saved as you move forward." Although respondents are unable to click on a save button within Qualtrics, their responses will be saved if they use the same computer, as responses are linked to respondent IP address.
- A suggestion was made to have a print button available for easy access of printing the entire survey.

The committee discussed whether the survey email announcement should come from the chair or the entire Planning Committee. Committee members suggested that Engin send out the email, but that it is clearly stated that the message is coming from the entire Planning Committee and not just the chair.

Engin shared that, for testing purposes, all PC members will be sent a link to the revised survey with the request that it be completed prior to the next Planning Committee meeting on Tuesday, November 1.

Bryan Herrmann's Email:

Bryan shared that the Vice Chancellor (VC) group had a good discussion about the survey. He detailed a few small changes that the VCs suggested to improve the survey:

- Consider removing language that implies the strategic plan has expired ("as it expires in 2016"), as the plan does not have an actual expiration date.
 - A committee member suggested modifying this statement to "as the plan is 10 years old."
- There was uncertainty about what "Title of Strategic Planning Component" describes. Is this the big heading or something summarizing the goal?
- The overall intro paragraph needs to clearly describe that this stage of the process is only an inventory and not the beginning of our next strategic planning process.

In addition, the consensus of the VCs is that the bulk of the goals include the VCAA/Dean and the Chancellor. In order to be more efficient, the preference is to work through the 2013 review and update that rather than respond to 70+ individual goals.

4. Steering Committee Class Schedule Change

Engin received a request from Steering Committee to discuss with PC several proposals for changing the academic schedule on Tuesdays and Thursdays. Steering will be bringing this information to the next campus assembly for information and feedback. Their desire was for PC members to discuss and give feedback in advance of the assembly meeting.

The reason for this proposal is to create a common meeting time for committee meetings, campus assembly, or similar campus-wide events. The key feature of these proposals is to shorten the transition period between classes from 20 minutes to only 10 minutes. This decreased transition period would create sufficient additional time to enable a common meeting period.

PC members discussed the history of UMM's class schedule and the impact of the proposed changes.

- UMM has had this current class schedule since 1999 (when the quarter-semester conversion took place).
- One committee member shared that teaching 3 classes in a row can be taxing, and having a 20 minute break in between classes is preferable to 10 minutes.
- Committee members discussed how USA staff have specific work hours, and how it can be difficult for some USA staff to attend after hours meetings. It was also noted that USA staff often have to take lunch at a certain time, which may not align with the proposed common meeting time(s).
- One committee member shared that having a set meeting may help elevate the stress of finding a time every semester that works for 15-20 people.
- The committee discussed what committees would meet during the set meeting time. A suggestion was made that committees could meet every other week to share the time.
- One committee member shared that the 8am common meeting time seemed sensible, and discussed research that indicates students learn better later in the day, so starting class later could feasibly help them.

5. UMM Data Flow Planning: UMM Progress Cards/Metrics Any progress?

Melissa Bert wanted to discuss what process and next steps the PC members believe should be taken to set goal numbers for the progress cards she revised with the PC last spring. She stated that she felt this process goes hand in hand with the strategic planning process because the PC will be helping to set campus goals and there is overlap with the metrics that will be used for the campus goals and those listed on the progress cards.

- The committee discussed how goals been set in the past, and what strategies could be used in the future. Melissa provided an example of what steps she would take to gather information for goal-setting using graduation rates for transfer students. She stated that she would look compare our transfer rates to those of other colleges in Minnesota, other COPLAC schools, and nationally.

6. System-Wide Strategic Planning Process

Brook Miller discussed the System-Wide Strategic Planning committee and how President Kaler's language specifically refers to the "driving tomorrow" plan. That is what we mapped UMM's Strategic Plan against when we met with Jon Anderson. Also, the focus will be trying to figure out the unique strengths of individual campuses.

- First meeting of the system-wide group for Morris is on November 8th. The Chancellor from Rochester and the Vice Provost of Academic Affairs from Twin Cities will be coming out to talk about the process.
- For our next Planning Committee we should talk about what the next steps should be and later invite Jon Anderson, Bart Finzel, and Katie Ledermann (student committee member) to speak on the plan.

APPENDIX A.

Jana Koehler sent an email to Engin, asking the following:

Would it be possible to add a field at the beginning for someone to write in their office/committee name in case they would not be listed? Do we need to make sure the person's title and committee name are accurate with today's organizational structure and campus governance?

- Engin will add the below list to the survey for people to choose/write what department they are in

Please select the unit that you are representing.

	Chancellor	Academic Center for Enrichment
	Chief Academic Officer (Vice Chancellor for Academic Affairs and Dean)	Alumni Association
	Vice Chancellor for Student Affairs	Center for International Programs (International Student Programs)
	Associate Vice Chancellor for Physical Plant and Master Planning (Vice Chancellor for Finance and Facilities)	Center for Small Towns
	Associate Vice Chancellor for Enrollment (Director of Admissions)	Continuing Education and Regional Programs (No longer an office on campus)
	Senior Administrative Director for Finance and Administration (Vice Chancellor for Finance and Facilities)	Director of Communications (Senior Director of External Relations)
	Division Chairs	Director of Computing Services (Information Technology)
	Assessment of Student Learning Committee	Director of Media Services (Instructional and Media Technologies)
	Curriculum Committee	Director of Rodney A. Briggs Library
	Faculty and P&A Affairs Committee	
	Faculty Development Committee	Grants Development Office
	Finance Committee	Multi-Ethnic Student Program
	International Programs Committee	Office of Human Resources
	Multi-Ethnic Experience Committee	Office of Residential Life
	Planning Committee	Office of Sustainability
	Scholastic Committee	(Office of the) Registrar
	Undergraduate Research Symposium Committee	Service Learning Program (Office of Community Engagement)
	(Office of Academic Success and Academic Advising) Academic Advising	