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Planning Committee

Campus Governance

11-1-2016

Planning minutes 11/01/2016

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, Brook Miller, Seung-Ho Joo, Sandy Kill, Mike Cihak, Bryan Herrmann, Matt Senger, Tiernan Lenium, William Rasmussen, Matt Zaske, Jena Koehler, Gwen Rudney, Alison Campbell (secretary),
Subject:	<i>Meeting Agenda</i>	
	Date:	November 1 (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 October 25, 2016 Minutes (will be provided by Alison Campbell) (5 min.).

Action: Approval of the minutes - yes

2. Information: Chancellor Search

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 Pilot Survey

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 four sections of the survey process were discussed and modified:

- Invitation/Opening email
- Survey flow and design
- Thank you message
 - Add comments or concerns section
- Follow-up email
 - If you fill out the survey you will get a follow-up email

The invitation/opening email will have the survey instructions and survey link. A committee member suggested that it provide more background information, such as, the nature of the survey. Also, that this is a preliminary process and will not be your only chance to comment on the strategic plan. Other comments included:

- Survey takers tend to skip over instructions, therefore we should highlight the important points
- Members agreed there should be a deadline date listed
- The committee thought it would be useful to have an example survey provided so people have an idea how long the answers should be

When talking about the survey flow and design, committee members acknowledged that the survey abruptly ends without notice. To fix this problem we decided to add a “submit” button to the last page. We also discussed that people need the option of going back and editing their previous work.

4. System-wide Strategic Plan Process and Visit

Brook led the discussion about the System-wide Strategic Plan meeting. He announced that Stephen Lehmkuhle, Rochester’s Chancellor and Rebecca Ropers-Huilman, Vice Provost for Faculty Affairs at UMTC will be leading the group discussions on UMM campus on November 8th.

Brook then read Presidents Kaler’s Charge Letter and the Planning Process which includes three phrases:

1. Inquiry. The members of the SW Planning Committee will visit each campus to gather input from appropriate stakeholders, including faculty, students, appropriate administrators, and representatives of the Research Outreach Center and Extension Office concerning the three questions listed in the charge to the SW Planning Committee.
 - The Office of the Chancellor and the Provost’s Office will make arrangements for the visit by members of the SW Planning committee.
 - The co-chairs and the faculty, student, and administrative representatives from the campus who serve on the SW Planning committee will participate in the visit.
 - The visits to the campuses will be held during the fall semester (see dates on campus visits for the Fall at the end of document).
 - The inquiry phase will also include a work session in December with the Board of Regents attended by the co-chairs of the SW Planning Committee.
2. Synthesis. The members of the SW Planning Committee will gather to review the compiled input gathered from the visits to the campuses, review strategic planning documents from each campus, and prepare recommendations addressing the three questions in the charge to the committee.
 - The synthesis work of the SW Planning Committee will be facilitated utilizing a deliberative process to derive a set of proposed recommendations and associated measurements.
 - The synthesis work will be scheduled in January and the SW Planning committee will meet as often as needed to complete its initial work.
 - The SW Planning Committee may elect to invite others to provide feedback concerning any recommendations during their synthesis deliberations.
 - The date is being set. The President will participate in some portion of the meeting.
3. Affirmation. The co-chairs of the SW Planning Committee will visit with the President and share the initial recommendations of the Committee. The co-chairs will revise the recommendations according to the President’s feedback. The co-chairs will then visit each campus to share and solicit feedback about the proposed recommendations with

appropriate stakeholders, including faculty, students, and staff. The co-chairs will be joined during the second campus visits by the three to four members of the SW Planning Committee from the campus.

- The second visits to the campuses will occur during the spring.
- Each Chancellor's office and the Office of the Provost will make arrangements for the second visit.
- The co-chairs will share its initial recommendations with the Board of Regents at its May meeting.
- The SW Planning Committee will gather late spring to review feedback derived from the second visits to the campuses and from the Board of Regents. The Committee will then make its final recommendations. The co-chairs will then review the final recommendations with the President and will revise accordingly in preparation for final consideration by the Board of Regents in June.

A committee member asked if this information would be sent to the campus to make them aware of the process and give them time to prepare. Brook said he would have to speak with Jacquie Johnson, Bart Finzel, and Katie Lederman on how to proceed forward.

The group talked about how different parts of the system have different goals and each system campus has different strengths. The focus of this plan should be marketing the system as a system. Next week's meeting will start at 3:15pm because the last System-wide open meeting on the 8th ends at 3:15pm.