**Strategic Planning Steering Committee**

**Meeting Notes**

**March 21, 2019**

**Present:** L. Bigelow, D. Broyld, C. Casamento, A. Cintron, D. Dauwalder, Y. Kirby, M. Jackson, Z. Toro, R. Wolff, M. Ceppi, K. Kollar

**Strategic Planning Work Groups:**

Committee members discussed the following work group updates:

* Work Group Membership: Z. Toro provided a list of the revised work group members:
* *Increase Enrollment and Retention:* Karissa Peckham (Chair), Kris Larsen, Justine Gamache, Scott Hazan, Sheri Fafunwa-Ndibe, Perry Cornelio, Maria Lourdes Casas, Mark Cistulli, David Lopez, Dylan Goncalves
* *Enhance Academic Excellence:* Jerry Jarrett (Chair), Steve Cohen, Cassandra Broadus-Garcia, Monique Durant, Nidal Al-Masoud, Kim Kostelis, Andres Cintron
* *Expand Community Engagement:* Nghi Thai (Chair), Kathy Martin, Jessica Hernandez, Cheryl Crespi, Lauren Tafrate, John Patrick, Brian Barrio, Wangari Gichiru, Christopher Theriault
* *Develop Additional Funding:* Chris Galligan (Chair), Carlos Soler, Rick Piotrowski, Christa Sterling, Dan Chase, Jennifer Hedlund, Candace Barriteau Phaire, Carol Ammon, Sanil Patel
* *Changing Campus Culture:* Michael Jasek (Chair), Fumilayo Showers, Lisa Washko, Jason Melnyk, Kia Bryan, Sinead Ruane, Chief Sneed, Helen Abadiano, Natalie Ford, Nilda Alicea-Velazquez, Karen Martin, Student (Hispanic)

Z. Toro stated that M. Ceppi made a few suggestions for ways in which to ensure the work groups were as diverse and inclusive as possible. Students were chosen by the VP of Student Affairs, and representatives from SUOAF were also included.

* M. Ceppi recently submitted a draft work group invitation, which Z. Toro revised and send out earlier today (February 7, 2019). Z. Toro also personally called all of the nominated chairs to invite them to participate, and all individuals accepted the invitation.
* The kick-off work group meeting was scheduled for March 29th, from 10:30-12:00 pm. M. Ceppi suggested that all SPSC members attend if their schedules permit, and he added that it may be a good idea to record the meeting and post the recording to the website. Calendar invites for the kick-off meeting will go out Monday or Tuesday.
* L. Bigelow suggested providing the work groups with a draft of the vision statement to consider when creating their goals and objectives for the themes. The themes and objectives should be working to achieve the vision.

**Review of Revised Documents:**

* **Priorities.** SPSC members had no revisions for the Priorities document.
* **Guidance to Work Groups.**

Members reviewed the document and provided the following feedback:

* + Members agreed that work groups should be provided with samples of measurable objectives to work with. After a brief discussion, the SPSC agreed that a comprehensive document with examples from each theme should be created and distributed to the group chairs, SPSC and UPBC, and a more theme-specific document would be provided to the other work group members. M. Ceppi will draft the documents.
  + Y. Kirby noted that the timeframes for “short-“ and “long-term objectives” seem a little short at six months and 2-3 years respectively. Z. Toro agreed, and she added that long-term goals are normally planned 7-10 years out. She added that the work groups may push back on these timeframes. SPSC members agreed, and they determined that six months-one year and 5-10 years would be more appropriate and realistic.
  + Members had a brief discussion regarding how many objectives the work groups should develop. Z. Toro stated that 3-5 objectives would be appropriate.

**Communication Plan:**M. Ceppi stated that he will draft a communication to the community regarding the strategic priorities, and a more comprehensive update/information session will be provided in mid-May. M. Jackson noted that the last day of classes is May 11, and he suggested the information session be held on either May 9 or 10 to ensure good attendance.

**Vision Statement:**

M. Ceppi shared a draft vision statement with the Committee, which sparked a discussion and brainstorming session among the members. After some commentary, members agreed that the vision statement should be one sentence, as well as aspirational and easy to memorize. The Committee also agreed that the vision should be an action statement.

A couple of members noted that some institutions’ vision statements focus on the student, rather than the university, and the Committee like this approach. Z Toro then stated that it would be ideal for the vision statement to include a description of what the University aspires to be as well as a description of the student in one sentence.

The following is a list of some of the key words and phrases that the Committee considered:

* Innovative
* Creativity
* Opportunity
* Persistence
* Excellence
* Passionate
* Community
* Achievement
* Life-long learners
* Build communities
* Promote learning
* Achieve Excellence
* Agile and innovative institution
* Career ready
* Passionately committed to learning, opportunity, persistence, excellence, and achievement

Committee members agreed to continue brainstorming the vision statement via email, with the hopes of developing a draft by Tuesday.