

Strategic Plan Implementation Meeting Minutes

Subject	Meeting of SP Committee Chairs	Date	December 09, 2011
Facilitator	Shauna Marshall; Debbie Tran	Time	10-11:30am
Location	General Counsel's Boardroom	Scribe	Debbie Tran
Attendees	Beth Hillman, Evan Lee, Greg Canada, Heather Field, Michael Trevino, Leo Martinez, Rupa Bhandari, David Seward, Nayeli Maxson (2L substituting for Noemi Gallardo), Shauna Marshall Debbie Tran		

Key Points Discussed		
No.	Topic	Highlights
1.	Welcome and Introductions	As the Chairs introduced themselves and the strategic goal they were leading, Shauna again expressed her appreciation to all of them for taking on this role. The time commitment is expected to be one year. For faculty members, this assignment counts toward their committee participation responsibilities.
2.	Chair Roles and Responsibilities	<p>The primary role of the Chairs is to lead the effort to implement the change required of the College to implement the strategic plan. In this leadership role, they will also work to ensure credibility in the process of developing the strategic initiatives to be implemented; foster transparency and communication related to the work and decisions made by their respective committees and stay informed of the work and progress of the other committees to help facilitate a coordinated effort.</p> <p>The Chairs are also charged with the responsibility of translating the strategic goals (see item #4).</p>
3.	Role of the Implementation Consultant	<p>We expect to enter into a consulting agreement with Sasaki and Associates. They will be a resource for the Chairs in that they can assist in identifying the total cost of implementing objectives and tactics and identifying impacts and the like. They can also assist in identifying best practices and developing standards and tools for establishing metrics to measure success.</p> <p>Sasaki will also assist in managing the database of the objectives and tactics and assist in developing UCH community communications and progress reports.</p>

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4.	Translate the Goals: Identify and Define Strategic Objectives and Tactics	<p>Each strategic goal included possible objectives and tactics to support the implementation of that goal. Together with their committee members, the Chairs are responsible for translating these objectives and tactics to those which are detailed, specific and measureable. The Chairs and the committees should also explore other strategic objectives and tactics, not identified, but which would support the strategic goal.</p> <p>When translating the objectives and tactics, the committees should include the following when applicable:</p> <ol style="list-style-type: none"> 1) Level of Impact – Identify the constituent(s) and/or other strategic goals likely to realize the impact (i.e., students, faculty, staff, alumni, legislators; rankings; reputation). 2) Resources Needed – Identify the resources needed to implement the objective or tactic such as funding, personnel, technology, modifications to physical space; training, consulting. 3) Level of Effort - Determine if the level of effort to implement the goal, in conjunction with the impact provides for a positive return on the investment (i.e., cost benefit). 4) Best Practices – Identify who currently does “it” best and can we do “it” better? If so, is it worth the effort? Will the expected result be achieved? 5) Prioritize and Sequence – Prioritize the objectives and tactics and determine sequencing/timeline for implementation in conjunction with all other objectives and tactics. 6) Metrics and Measurability – Develop metrics and measurement standards of each objective and tactics. These will be used to determine if the objective and tactic was successful. 7) Implementation - Identify options for implementation placement of the objectives and tactics to ensure it will be successfully implemented. For example, will it be most effective for the objective or tactic to be implemented by a department, faculty, student organization, ASUCH, or an already established College committee (i.e., Tech Council, Curriculum Committee)?

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5.	Develop Plans to Implement Strategic Objectives and Tactics	This item was not discussed due to the time constraints.
6.	Committee Operating Guidelines	<p>The following guidelines were discussed as to how the committees would generally operate:</p> <ol style="list-style-type: none"> 1. A SharePoint site will be created for shared, internal working documents. The admin support staff will be trained on how to access and use the SharePoint site. All Chairs and committee members will be given access to the SharePoint site. 2. A Strategic Plan Implementation website is being developed. 3. Meeting notices and agendas for committee meetings should be posted in advance to the SharePoint site. Debbie Tran will publish them on the public SPI website. 4. Meeting minutes should be posted shortly following the meeting to the SharePoint site. Debbie Tran will publish them on the public SPI website. 5. The Chairs will meet every 4 to 6 weeks for progress reports on committee progress and to share information about the process in general.
7.	Wrap Up	<p>A discussion ensued about obstacles organizations face when implementing strategic plans. Inertia and lack of leadership were suggested as primary factors. Shauna closed the discussion by noting her optimism that faculty, staff and students will support the change needed. She referred to the recent request made of the faculty to develop learning objectives. While there was initially resistance from many, she considered that process a success in that many learning objectives were eventually put forth.</p> <p>A discussion also ensued about how many of the objectives are already underway. These include: planning for a class size reduction beginning fall 2012; the development of the long range campus plan; modifications to the student advising system which will begin in fall 2012 for the 2L and 3L students; various work is being done through the curriculum committee; an RFP is being issued seeking admin support for federal and private grants; and the summer 2012 program is being structured to provide students with the option of evening classes.</p>

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8.	Deliverables for meeting of February 22, 2012.	Before the next meeting, Chairs are asked to: <ol style="list-style-type: none"><li data-bbox="792 296 1214 331">1. Schedule a committee meeting.<li data-bbox="792 331 1414 443">2. Begin the work of translating the goals and objectives and be prepared to report back at the meeting progress made in this regard.