



**STRATEGIC PLANNING PROCESS
STRATEGIC PLANNING COMMITTEE MEETING SUMMARY**

Strategic Planning Committee

Meeting Date: 4/24/2013		Start Time: 8:30 AM	End Time: 10:00 PM	
Members:	<input checked="" type="checkbox"/> Geoffrey Mearns	<input checked="" type="checkbox"/> Rick Boyce	<input checked="" type="checkbox"/> Chuck Brown	<input checked="" type="checkbox"/> Katie Cox
	<input checked="" type="checkbox"/> Dana Harley	<input checked="" type="checkbox"/> Zachary Hart	<input checked="" type="checkbox"/> Stephanie Hughes	<input checked="" type="checkbox"/> Denise Robinson
	<input checked="" type="checkbox"/> Mary Paula Schuh	<input checked="" type="checkbox"/> Arnie Slaughter	<input checked="" type="checkbox"/> Diane Sticklen-Jordan	
	<input checked="" type="checkbox"/> Sue Moore, ex-officio	<input checked="" type="checkbox"/> Vickie Natale, ex-officio	<input checked="" type="checkbox"/> Kerri Beach, staff support	
Meeting Location : SU 109				
Invited				
Guests:				

Items for discussion/decisions (attach supporting documents as necessary)

Item	Presenter	Time
1. Review of the Agenda	Geoff Mearns	5
2. Stakeholder Conference Agenda	Sue Moore	5
3. SWOT Voting	Committee members	10
4. SWOT Discussion	Committee members	20
5. Practice Visioning Exercise (3 groups)	Committee members	30
6. Report-out of Visioning (3 groups @ 5 minutes)	Committee members	15
7. Logistics for Stakeholder Conference	Vickie Natale	5

Deliberations and Action Items (attach supporting documents as necessary)

Item	Outcome	Responsible Person	Due Date
Moore reviewed the Stakeholder Conference agenda which will include presentations on mission, vision, and values and the SWOT analysis, and then the stakeholders will be asked to perform a visioning exercise.	Discussion	Sue Hodges Moore	
Natale reviewed instructions for the committee's final process on the SWOT analysis and how the information will be presented at the Stakeholder Conference. Members voted using colored dots on the top items listed under strengths, weaknesses, opportunities, and threats that had been summarized from work during the last two meetings.	Discussion	Vickie Natale SPC members	
The Strategic Planning Committee members discussed the results of voting on the strengths, weaknesses, opportunities, and threats. A need for rewording of several items was noted, including the items on policy, using data, cost of small classes, critical thinking, flexibility, self-sustainability, lack of resources to invest in strategic initiatives, and student retention. The list for each category will be reordered according to the number of votes cast.	Discussion	SPC members	
Moore reviewed instructions for the practice visioning exercise for the Strategic Planning Committee.	Informational	Moore	
The Strategic Planning Committee members divided into three teams to participate in a practice visioning exercise using the instructions that will be given at the Stakeholder Conference.	Discussion	SPC members	
After completing the visioning exercise, members reported out what each team had written. Members agreed that the instructions were clear and that the exercise should prove inspirational for those attending the Stakeholder Conference.	Discussion	SPC members	
Natale review a few logistics for Stakeholder Conference, reminding members that a table would be reserved for them near the stage. Members discussed the process for receiving feedback and comments via the post-it notes on the mission, vision, values, and SWOT analysis. It was agreed that the MVV suggestions and the SWOT list should be emailed to Conference attendees beforehand so that stakeholders could study the materials and be prepared to provide input. Members making the SWOT presentation will highlight the top 10 or so items. The committee also liked the idea of	Discussion	Natale and Moore	4-30-13



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a wrap-up exercise asking for the most important questions that the strategic plan should answer.			
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Next Meeting:

Date: 4/30/2013	Location: SU 107 (Ballroom)
Beginning Time: 7:30 AM	Ending Time: 11:30 AM

Next Meeting:

Date: 5/16/2013	Location: AC 722
Beginning Time: 2:30 PM	Ending Time: 4:00 PM