



STRATEGIC PLANNING PROCESS  
WORK GROUP MEETING SUMMARY 1/18/13

Demographic/Labor Market Forces Work Group

<b>Meeting Date:</b> 1/18/13		<b>Start Time:</b> 1:00 p.m.		<b>End Time:</b> 2:30 p.m.	
<b>Members:</b>					
<input checked="" type="checkbox"/> Ron Burse	<input checked="" type="checkbox"/> Leo Calderon	<input checked="" type="checkbox"/> Amy Danzo	<input checked="" type="checkbox"/> Joan Ferrante		
<input checked="" type="checkbox"/> Sandi Gillilan	<input checked="" type="checkbox"/> Janet Harrah	<input checked="" type="checkbox"/> Dennis Honabach	<input checked="" type="checkbox"/> Gail Messmer		
<input checked="" type="checkbox"/> Dannie Moore	<input checked="" type="checkbox"/> Erin Mulligan	<input type="checkbox"/> Paul Orscheln	<input checked="" type="checkbox"/> Randy Pennington		
<input type="checkbox"/> Kristine Pfindt	<input checked="" type="checkbox"/> Shirl Short	<input checked="" type="checkbox"/> Lori Southwood	<input type="checkbox"/> Diane Sticklen-Jordan		
<b>Meeting Location :</b>					
<b>Invited</b>					
<b>Guests:</b>					

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

Item	Presenter	Time
1. Members present introduced themselves	Group	10
2. Reviewed Charge of Work Group, Timeline for Work, Assigned Roles, and Work Team Expectations	Lori Southwood	15
3. Reviewed Resources Available: Website, Blackboard, and Institutional Data Center	Lori Southwood Erin Mulligan-Nyugen	25
4. Teamwork	Carry forward	5
5. Brainstorming: What additional information/data do we need?	Group	30
6. Meeting logistics: Days, Times and Locations for Future Meetings	Group to send availability to Lori	5
7. Next Steps, Next Meeting	Lori Southwood, Group	10

**Action Items** *(attach supporting documents as necessary)*

Item	Outcome	Responsible Person	Due Date
Identified three key areas of research	Carry forward	Group	Next meeting
Begin researching/identifying data sources for key areas; post to Blackboard	Action needed	Group	Next meeting
Instructions for posting to Blackboard	Action needed	Lori Southwood	1/25/13
Gather group availability to set meeting times; send to Lori Southwood	Action needed	Group	1/25/13

**Notes:**

Facilitator Lori Southwood reviewed the charge of the group. Members are to gather and analyze
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Demographic and Labor Market Forces information and data that they will summarize in a 5- to 10-page report in a specified format that is due to the Strategic Planning Committee on March 18. The group does not make recommendations. Presentations to the Strategic Planning Committee will be March 20.

Specific roles and work team expectations were reviewed. There will be a teambuilding exercise at a later meeting.

Resources for the work group were identified, including Blackboard, the Strategic Planning website, and an Institutional Research data folder in the K-drive. Erin Mulligan-Nyugen explained what was in the IR folder. Lori asked everyone to make sure they could access these resources. Detailed instructions on how we will communicate in Blackboard will be forthcoming. It was noted that some of the data collected may overlap with other work groups and that will need to be considered and shared.

In a brainstorming session, the group discussed the sources for specified data and information in the charge and discussed what additional materials might be needed. The group agreed to begin researching answers to the following key questions:

- What is the size and composition of our current pool of students? How do we define the “region” the student pool comes from and has it changed or is it changing?
- What is the readiness level of that current pool of students and are the metrics used to assess student readiness still valid?
- What is the demand for NKU graduates? Who is recruiting and hiring our students and where are the employers located?

Additional suggested sources of information:

U.S. Department of Labor Occupational Outlook Handbook – occupational/degree information  
<http://www.bls.gov/ooh/>

National Student Clearinghouse – educational attainment rates  
<http://www.studentclearinghouse.org/>

Council on Post-Secondary Education – college readiness, county profiles, educational attainment  
<http://cpe.ky.gov/info/>

Kentucky Department of Education – data related to the state’s public education system  
<http://education.ky.gov/research/Pages/default.aspx>

Lori asked the group to begin researching information in the cited areas and to post relevant documents on Blackboard, including a quick summary of key points.

Lori asked groups members to submit day and time availability for future meetings.

**Next Meeting:**

<b>Date:</b> TBA	<b>Location:</b> TBA
<b>Beginning Time:</b> TBA	<b>Ending Time:</b> TBA