



STRATEGIC PLANNING PROCESS
WORK GROUP MEETING SUMMARY

Institutional Trends & Vital Statistics Work Group

Meeting Date: 3/8/13		Start Time: 3:00		End Time: 4:15	
Members:					
<input checked="" type="checkbox"/> Benjamin Anderson	<input checked="" type="checkbox"/> Lisa Barresi	<input checked="" type="checkbox"/> Katie Bontrager	<input checked="" type="checkbox"/> Carol Bredemeyer		
<input checked="" type="checkbox"/> Caryn Connelly	<input checked="" type="checkbox"/> Joyce Couch	<input type="checkbox"/> Peg Griffin	<input checked="" type="checkbox"/> Marla Herron		
<input checked="" type="checkbox"/> Kristi Horine	<input type="checkbox"/> Francois Le Roy	<input checked="" type="checkbox"/> Pat Moynahan	<input type="checkbox"/> Vickie Natale		
<input checked="" type="checkbox"/> Ryan Padgett	<input checked="" type="checkbox"/> Shawn Rainey	<input checked="" type="checkbox"/> Patrick Reagan	<input checked="" type="checkbox"/> Angie Schaffer		
<input checked="" type="checkbox"/> Marilou Singleton	<input type="checkbox"/> Arnie Slaughter	<input checked="" type="checkbox"/> Jeff Smith	<input type="checkbox"/> Tracy Stokes		
Meeting Location : SL 304					
Invited					
Guests:					

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

Item	Presenter	Time
1. Presentation of Report Draft	Katie Bontrager	5
2. Discussion of Report Topics and Priorities	Pat Moynahan	65
3. Recap of Meeting Action Items	Kristi Horine	5

Action Items (attach supporting documents as necessary)

Item	Outcome	Responsible Person	Due Date
Revise subgroup sections* and email to principal writer (Katie Bontrager) by Wednesday afternoon		Subgroup Leaders	3/13/13
Revise report draft and email final draft to group by Thursday afternoon		Katie Bontrager	3/14/13
Review final draft before the meeting		Work Group	3/15/13

Notes:

*Format for subgroup sections:

- Bullet point summary
- Data and reference
- Any additional questions raised by the data

Next Meeting:

Date: 3/15/13	Location: SL 304
Beginning Time: 3:00	Ending Time: 4:00