



STRATEGIC PLANNING PROCESS
WORK GROUP MEETING SUMMARY

Mission, Vision, Values Review Work Group

Meeting Date: Feb 15, 2013		Start Time: 11 a.m.	End Time: Noon (+)
Members:			
<input checked="" type="checkbox"/> Janel Bloch	<input checked="" type="checkbox"/> Rachel Brueggen	<input type="checkbox"/> Chris Cole	<input checked="" type="checkbox"/> Katie Cox
<input checked="" type="checkbox"/> Annie Dollins	<input checked="" type="checkbox"/> Ali Hedges	<input checked="" type="checkbox"/> Ann James	<input checked="" type="checkbox"/> Alar Lipping
<input type="checkbox"/> Geoffrey Mearns	<input checked="" type="checkbox"/> Vickie Natale	<input type="checkbox"/> Scott Nutter	<input type="checkbox"/> Sally Parker Lotz
<input checked="" type="checkbox"/> Linda Reynolds	<input checked="" type="checkbox"/> Sam Zachary		
Meeting Location :			
Invited			
Guests:			

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

Item	Presenter	Time
1. Alar – Noted those who would be absent.	Alar	
2. Quantitative survey: Vicki needs to give the survey (or at least a template) to IR to input into system. We can make tweaks next Friday, but IR should have format to work on soon. After today's meeting, IR can develop a shell and we can finalize after next week's meeting.	Alar & Vicki	
3. Review of faculty/staff survey + suggestions for modification.	Full group led by Janel	
4.		
5.		
6.		

Action Items *(attach supporting documents as necessary)*

Item	Outcome	Responsible Person	Due Date

Notes:

1. Janel briefly explained the process by which the survey got developed and modified. Noticed that discussion centered mostly on key words. And we know it's important to keep the survey short. Original plan was to have 2 likert scales attached to each item. Seemed like a lot. So Janel deleted all info in each question except for key words.
2. Do we want simplified version with key words or the original version with 2 likert scales? Observations included the following:
 - 1) Some preferred stated context in longer version, but shorter might inspire more imaginative thinking.



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- 2) Might have fewer respond to longer version but maybe results will be more meaningful.
 - 3) Succinct version might increase sample size, but it would need tweaking. Would students know what these items mean? True also for longer version.
 - 4) Longer version with 2 likert scales provides important comparisons. If we can trim to manageable length, survey could produce good results. If format is same for each question, the person could proceed quickly.
 - 5) Questions should reflect our daily lives. People can answer some of these questions quickly and easily. Surveys of this nature usually get greater response from people because of personal impact.
 - 6) Length of survey is important to consider, especially as relates to students.
 - 7) Need to consider what other groups/committees are surveying so that we don't overkill.
2. Vicki recommended using the longer version but trim the length. Then we can test to see how long it take us to complete. We need to get the survey out on Feb. 25, so not much time is left to work out details. Everyone agreed to adopt the longer version but to trim items and tweak. The group then worked on individual item phrasing and merging. This occupied most of the meeting time.
3. Some committee members agreed to remain and continue working on survey refinement past noon.

Next Meeting:

Date: Friday, February 22, 2013	Location: SL 304
Beginning Time: 1:00 p.m.	Ending Time: 2:30 p.m.