

Strategic Planning Committee Meeting



Agenda / Minutes

David Patten, Chair	
Date of Agenda Posting:	
Meeting Date:	May 12, 2017
Meeting Start Time:	2:00 PM
Meeting Actual Start Time:	2:04 PM
Meeting Location:	President's Conference Room – Knight Campus
Meeting Secretary :	

Member Attendance

Committee Member Name	Title	Present	Notes
		Y/N	
Ruth Barrington	Business Affairs	Y	
Bob Cipolla	Advising & Counseling	N	
John Cole	Academic Dean	Y	
Rosemary Costigan	VP Academic Affairs	Y	
Izabel DeAraujo	Institutional Advancement	Y	By phone
Sara Enright	VP Student Services, COO	Y	
Leslie Florio	ESPA	Y	
Pam Hallene	FT Faculty (Rem. English)	Y	
Hilary Jansson	Academic Dean	N	
Zdenko Juskuv	PTFA	Y	
Tracy Karasinski	Opportunity Outreach	N	
Robert Kilduff	FT Faculty (Rem. Math)	Y	
Dina Lavitre	AHSS Department Chair	Y	
Bill LeBlanc	IR Director	N	
Ken McCabe	Physical Plant	Y	
Steve Murray	CCRIFA	Y	
Jaime Nash	CWCE	Y	
Sheri Norton	Human Resources	Y	
Michelle O'Brien	Human Resources	Y	
Barry O'Connor	Financial Aid	N	
Tony Parziale	Information Technology	Y	
Tim Poulin	Campus Police	N	
Thomas Procaccini	Advising & Counseling	Y	
Cecile Roberti	Business Dept. Chair	Y	
Tom Sabbagh	Academic Dean	N	
Jim Salisbury	LRC Department Chair	N	
Susan Sienkiewicz	HARS Department Chair	N	
Ruth Sullivan	Academic Dean	Y	
Cathy Picard-Tessier	Enrollment Services	N	
Deb Watson	PSA	Y	
t/b/d	Divisional Vice President		
t/b/d	Student Representative		
t/b/d	Student Representative		
Guests in Attendance			
Robin Smith	Assistant to the President Special Projects	Y	
Frank Markley	Paulien & Associates	Y	
Marty Mahler	Paulien & Associates	N	

Agenda

<i>Agenda Item 1</i>	<i>Notes on Discussion</i>
<p><i>Welcome: David Patten, Chair</i></p> <p><i>Comments and questions from Open Fora on May 4-5, 2017</i></p>	<p style="text-align: center;"> CCRI SPC Meeting STEP 4 Overview.pdf</p> <p>Chair Patten welcomed everyone to today’s meeting. There were no comments or questions offered by the Committee on the Open Fora held earlier this month.</p>
<i>Agenda Item 2</i>	<i>Notes on Discussion</i>
<p><i>Review of Outcomes from Step 3 Goal Framework Exercise</i></p>	<p style="text-align: center;"> CCRI Strategic Planning Goal Fram</p> <p>Frank Markley began the meeting by reviewing the progress of the work that began in March, 2017. He reviewed the SWOT-C themes developed on March 23 and 24. He stated that there had been excellent input from both the open fora and web responses. The next step in the process was the Strategic Directions Initiative that also had good participation both in open fora and online. That work was approved by the Strategic Planning Committee on April 28, 2017. There were 6 approved Strategic Directions. The Faculty</p>

	<p>Advisory Committee also met and discussed the strategic directions. On May 4 and 5 the various campus groups and committees generated goal framework exercises. There were 322 responses from 64 participants. They worked in groups to develop key words and statements to lead to goals. Key words were identified early.</p> <p>Paulien analysts worked on content analysis looking for commonalities and frequency of words. Dr. Markley explained how content analysis software works. These key words are the glue that influences goals. Most of the notes in the group exercise consisted of 1-3 key words.</p> <p>Dr. Markley presented an example of the MassBay Community College strategic plan with overarching strategic directions. The example included Strategic Goals, Key Strategies and Strategic Outcomes such as KPIs.</p>
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<i>Agenda Item 3</i>	<i>Notes on Discussion</i>
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<p><i>Review and Feedback on Draft Goal Statements</i></p>	<div data-bbox="889 1629 954 1692" data-label="Image"> </div> <p data-bbox="824 1696 1029 1747">Strategic Goal Statements for SPC I</p> <p data-bbox="824 1810 1425 1892">Mr. Markley added that it is important to determine how we are going to</p>
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measure if we have achieved these goals. Research shows that focused goals are more successful and we have to think more narrowly. He added that it is very hard for a community college to make more than three goals. Therefore, the six Strategic Directions which he initially drafted were condensed into three areas.

The three strategic directions are:

- (1) Enhancing Student Success and Completion;
- (2) Expanding Partnerships and Programs; and
- (3) Building an Effective Organization.

Committee members reviewed the one-page “Draft Strategic Goals for SPC Review” at this time. There was some discussion about specific wording such as rebranding and some wordsmithing took place. There was also discussion about referencing the RI Council on Postsecondary Education’s Strategic Plan for Postsecondary Education and NEASC expectations.

Chair Patten asked whether the three statements reflect all six initial goals and asked whether any have been dropped. Mr. Markley explained that all six goals were now contained in the three statements. He reviewed the three statements with the committee,

	<p>and explained how the goals give direction, adding that how you get there varies. Committee members shared their observations. Some members felt the goals were broad, while others shared examples in support.</p>
<p>Agenda Item 4</p>	<p>Notes on Discussion</p>
<p><i>Next Steps</i></p> <ul style="list-style-type: none"> ➤ May 12- SPC meeting to review and comment on draft goal statements (consultant on campus) ➤ May 12 – Faculty Advisory Committee members are emailed draft goal statement to for review and comment on draft goal statements ➤ May 15-16 – Consultants and SLT review goal statements based on SPC and FAC input ➤ May 17-18 – Final review of goals/strategies ➤ May 19 at Noon – Draft strategic directions and goal statements are posted to CCRI Stratplan website ➤ May 26 – Goal comment and feedback survey posted on CCRI Stratplan website ➤ September 1 – CCRI Online link to Goal feedback exercise closes ➤ September 5-September 15 – Consultants schedule visit to campus to work with the SLT FAC, and the SPC to finalize goal statements, strategies, and KPI’s based on comments over summer. 	<p>There will be opportunities for input throughout summer, 2017.</p> <p>Dr. Markley stepped through the <i>next steps</i> and said that the Strategic Plan should be wrapped up during the month of September, 2017.</p>

Meeting Action Items

Action	Assigned To	Deadline
<i>Posting the minutes electronically</i>	<i>Secretary</i>	<i>7 business days after conclusion of meeting</i>

Decisions Made

(Document any decisions made during the meeting)

Decision 1	
Agenda Item 1	
Decision 2	
Agenda Item 2	

Meeting End

Meeting Schedule End:	4:00 PM
Meeting Actual End:	3:25 PM
Next Meeting Date:	t/b/d
Next Meeting Time:	t/b/d
Next Meeting Location:	t/b/d