

Institutional Strategic Planning Council (ISPC)
Minutes – Tuesday, July 12, 2011
205 Welch Hall

Attendees: Colin Blakely, Byron Bond, Theodore Coutilish, Matthew Evett, Michael Fox, Tara Lynn Fulton, James Gallaher, Ellen Gold, Derrick Gragg, Raouf Hanna, John Lumm, Susan Martin, Jelani McGadney, Linda McGill, Murali Nair, Bin Ning, Carl Powell, Melody Reifel-Werner

Guest: Anita Schnars

Agenda Items/Key Points

- Review/Approve Agenda
- Review/Approve Minutes

Pre-work

- Review Part I: Strategic Theme Input
- Review Part II: Structure and Format for Getting Input from Campus
- Review Strategic Brainstorming Results

Project Planning Phase – Anita Schnars, HR

Roundtable Discussion

- Timeline
- Tasks
- Communications Method
- Targeted Groups for Interview
- Method and Format
- Project Plan (milestones, roles and responsibilities, tasks, etc.)

Documents Distributed:

- ISPC Strategic Planning Process Outcomes – July 12, 2011
- Stakeholder Matrix

Considerations:

1. Think about processes
2. Timeline – people; who, what, where, when to present to group
3. Draft communication to the campus, script and questions (develop for next meeting)
4. Think about templates for the University, to set the stage (prepare for next meeting)
5. Interview focus groups and survey
6. Framework, develop tools over the summer
7. September, interview people and gather data
8. October, prepare document
9. November, evaluate the data
10. December, Strategic Planning document
11. Realistically, December/January to draft Strategic Plan
12. Need a Working Plan (all to be on the same page)
13. Communication, a one-page placemat
14. Student Voice is a powerful tool for assessment
15. Collect information from interviews and the community (electronically)
16. Different questions and methods for different groups, styles and comfort levels
17. Stakeholders: Students, Faculty, Staff, Regents, Alumni, Area Business Leaders/Employees, Ann Arbor Chamber of Commerce Board, Public School System, Parents

18. Staff: cross-section of Divisions
19. Who will help get these people involved? Matt Evett will assist with faculty involvement
20. Bin Ning volunteered for group selection/invitation of people

Next Meeting/ Adjournment

- Present demo of Survey Monkey or Student Voice as EMUs Strategic Planning Data Collection and Reporting Tool (on-line)
- Review prototype of EMU Strategic Plan Placemat
- Group exercise to determine names/groups to interview/survey, timing, questions (i.e., Stakeholder Matrix)
- Share and discuss EMU Department/Division Strategic Planning Matrix commonalities
- Review Project Gantt Chart/Project Plan

A. Reschedule August Date

B. Meeting Adjourned – 4:20 p.m.

Respectfully submitted,
Ann Rentfrow