

## **University Strategic Planning Group**

J. Colleran, C. Brennan, T. Bruce, E. Butler, C. Cassidy (18), L. C. Brown, B. D'Ambrosia, R. Day, C. Dietz, J. Dillon, M. Farrar, D. Hareza, J. Krukones, A. Kugler, G. Lacueva, T. Lewandowski, K. Malone, P. Mason, L. Massa, N. Mazanowski, M. McCarthy, A. Miciak, M. Millet, M. Moroney, E. Peck, D. Riley, N. Santilli, W. Simmons, A. Teodosio, D. Vitatoe, S. Vitatoe, A. Welki

University Strategic Planning Group  
Thursday, November 16, 2017  
LSC Conference Room

### Minutes

In attendance: N. Santilli, C. Brennan, T. Bruce, E. Butler, C. Cassidy ('18), L. C. Brown, S. Crahen, B. D'Ambrosia, C. Dietz, J. Dillon, M. Farrar, J. Krukones, G. Lacueva, K. Malone, L. Massa, N. Mazanowski, M. McCarthy, A. Miciak, M. Millet, M. Moroney, E. Peck, L. Sprague, J. Sully.

Minutes of the October 12, 2017, meeting were approved.

N. Santilli reported that the USPG Steering Committee met last week. He noted that we are at the point of concurrently monitoring the 17-18 plan for institutional priorities along with the 18-19 priorities. N. Santilli gave a quick review of the work completed to date; he noted this information had been presented to the JCU community in May. He reported ranked proposals were submitted to the SLT marked "Critical", "Borderline Critical", "Urgent", "Needs Further Development", or "Remaining." Budget dollars were allocated for these initiatives. We now need to create a formal way of identifying the status of tactics, in order to report on the work completed and the work remaining.

T. Bruce presented on the evaluative components of monitoring the plan. He noted that reports have been received documenting work being done in the University community. We now need to look specifically at tactics to see where we are in the process. He presented a sample "Fall 2017 Monitoring Update" report, which would record the tactic, its status ("Satisfactory Progress", "Needs Attention", "Completed", or "On Hold/Abandoned"), the work completed and the work remaining. To assist in getting to that point, T. Bruce has posted a document on google docs to record the tactic, level, responsible person/group, work completed, work remaining, and preliminary evaluation of status. There are separate tabs for prioritized tactics, other tactics, and emerging tactics.

T. Bruce noted that today's work is to identify the key responsible person in each Goal Group – the person who knows which person/group is responsible for the work - and to begin filling out the work columns. Between today and November 30<sup>th</sup>, Goal Groups should gather information to complete the google sheet (except for "Preliminary Evaluation of Status"). At the November 30<sup>th</sup> meeting, Goal Groups will complete the "Preliminary Evaluation of Status" portion, and, if

time permits, present on the prioritized tactics. Between November 30<sup>th</sup> and the December 14<sup>th</sup> meeting, T. Bruce will transfer information into a finalized form, and send to USPG members for review. At the December 14<sup>th</sup> meeting, USPG will confirm the status of the prioritized tactics, and discuss how to use the monitoring reports to craft 2018-2019 tactics.

N. Santilli noted that the timing of this monitoring work coincides with the building of the 18-19 budget, and the need to determine priorities to carry forward.

Respectfully submitted,  
Barbara Lovequist