

University Planning Group

Thursday, March 20, 2013

LSC Conference Room

Minutes

Present: J. Day, M. Berg, M. Bestul, L. Bowen, J. Carfagno, J. Colleran, S. Crahen, A.R. Day, J. Krukones, S. Kus, K. Lis Dean, M. Marsilli-Cardozo, B. Martin, P.V. Murphy, A. Nagy, D. Pruce, K. Rossi, K. Schuele, J. Smith, M. Valencia, D. Wong.

J. Day called the meeting to order at 8:40 am and welcomed the group. He asked if there were any additions or corrections to the February 21, 2013 minutes. The minutes were approved.

J. Day and K. Lis-Dean noted that the action steps have not advanced in the updating process as far as they had hoped.

K. Lis-Dean will send an email to the goal stewards asking them to acknowledge if they have crafted action steps to accomplish the objectives and goals. She would like them to check the reviewed box and to review the goals and goal steward's form to assure it is accurate.

J. Day is concerned that the work will not be completed by the deadline and asked if the database format is slowing up the process.

K. Lis-Dean is amenable to working in a different platform if the group prefers not to use an Access database. The conversation moved to format preferences with D. Wong suggesting Excel and M. Bestul preferring Word. M. Bestul feels it is best practice to gather data in the same format that the report will be published. J. Day has received feedback that Access is not viewed as user friendly.

The HLC would like John Carroll to indicate its method for gathering information.

A.R. Day is concerned that a Word or Excel file would become unmanageably large because of the substantial amount of information the goal stewards are gathering.

K. Lis-Dean pointed out that the goal stewards are actively involved in cleaning up and editing their assigned goals as they possess the best practical knowledge and insight regarding them. The five editors, J. Day, K. Lis Dean, and the deans do not have the insight to edit the work as effectively.

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J. Day received feedback that there have been time issues, competence issues and an aversion to Access issues, slowing up the updates.

L. Bowen feels the present format does not reflect work in progress fairly.

K. Lis-Dean is concerned that half of the goals are not checked off. She announced that because most people are not comfortable using Access, she will import the information into Excel. She plans to track the information in Excel and report in Word.

B. Martin mentioned that Rick Blamer teaches a 1 credit Access course on-line. K. Lis-Dean appreciates the opportunity, but due to the tight time-line to complete the goals themselves, the goal stewards will not be able to take advantage of it.

D. Wong would like the committee to call him to discuss assessing the cost of executing their goals.

K. Lis-Dean asked if the goal stewards would like to meet with J. Day, D. Wong and herself to explore funding the goals. This would expedite the process of moving the goals to action steps.

K. Lis-Dean and D. Wong will be meeting with the 19 goal stewards.

By the week of April 15th, the goal stewards should meet and start their groups work, including gathering their funding source information. There are 6 weeks between today's meeting and the next scheduled UPG.

K. Lis-Dean and D. Wong plan to systematically meet with the goal stewards by April 12th. The next UPG meeting is scheduled for April 25th.

K. Lis-Dean and M. Berg were asked to update the committee on the HLC. K. Lis-Dean announced that the 5 criteria committees are in various stages of progress. All groups are on-track and should have their narratives to them by graduation.

J. Day thanked the group and adjourned the meeting at 9:30 am.

Respectfully submitted,
Marianne Cicirelli