

University Planning Group

Thursday, October 13 2011

Jardine Room

Minutes

Present: J. Day, L. Bowen, J. Carfagno, J. Colleran, S. Crahen, A.R. Day, J. Krukones, K. Lis Dean, K. Manning, M. Marsilli, B. Martin, R. Mausser, P. Murphy (MML), D. Pruce, D. Riley, N. Santilli, K. Schuele, J. Smith, B. Williams

Dr. Day called the meeting to order at 8:38 am and welcomed the group. The September minutes were approved with one change.

J. Day began the meeting by discussing the Strategic Planning Document (SPD) that was included with the agenda and minutes. The SPD is a draft and will be presented to the public to gather their feedback. The document was intended to be formatted in two parts and includes a two page attachment that is a shortened version listing just the goals and not the objectives. When the group is ready to circulate the document they must decide which version to make public, the long or the short version and when it should be distributed. The document will eventually cycle back to the board of directors. J. Day then passed the floor to N. Santilli.

N. Santilli asked the group to examine a table/template he crafted and explained how the document maps a path for John Carroll to move from the strategic plan to an operational, action plan. The table presents guidelines to implement the plan and to ensure there are resources, timeline, and lines of responsibility to guarantee the success of the plan. Included in the table is a timeline to track the implementation of the action steps in a 3 – 5 year framework. This is a working document and is open to suggestions. Two suggestions emerged: include a reporting line indicating who receives the progress reports regarding plan implementation and the timing of reporting (e.g., monthly or quarterly).

J. Day asked for the groups input on the document and if they would like this template to be included with the SPD when it is distributed to the community.

N. Santilli would like to implement an on-line reporting tool to aid in completion and information management. We would need to determine if we want to use one of the many commercial software packages that integrates strategic planning, budgeting, reaccreditation and institutional effectiveness reporting or develop our own tool.

University Planning Group

J. Day asked for the groups comments regarding which version of the document should be distributed. It was suggested by D. Riley that the document include a tightly written executive summary of the discussions over the last 2 years as a preface.

N. Santilli would like to develop an internal communication plan to allow for:

- smooth communication;
- plan presentation;
- group cross-communication;
- indicate a roadmap to completion.

These should frame the next steps to a roll-out of the SPD.

J. Day communicated that Fr. Niehoff would like to report to the Board in May.

A.R. Day suggested that the UPG look at previous reports and plans and review any goals that were not met and why. This may curtail cynicism from the campus community.

J. Carfagno strongly suggested that before the document is distributed; a rollout **must** be decided upon, i.e. a Town Hall.

N. Santilli led the discussion detailing the rollout as the next step in the process. The kick-off event would most likely be held in January and the executive summary must be in the mail to the Board by April 15, 2012.

J. Colleran, L. Bowen, B. Martin, and A.R. Day strongly suggest the plan will be most successful if the faculty buys into it. To achieve the highest payoff, the faculty must be engaged in the conversation.

J. Day will meet with some constituents to finalize the proposal sequence and timeline.

N. Santilli suggests the UPG should double the meetings per month because of the amount of work that needs to take place between January 15th and April 15, 2012.

J. Day thanked the group and adjourned the meeting at 10:04 am.