

**Strategic Operations Team – Minutes**  
**January 13, 2012**  
**8:00 a.m., Barge 410**

Attendees: Kande Cleary, John Swiney, Linda Schactler, Tracy Pellett, Carmen Rahm, Connie Lambert, Kirk Johnson, Patricia Cutright, Roy Savoian, Ed Day, Doug Lonowski (for Ethan Bergman).

Absent: Bill Vertrees, Dennis Defa, Marji Morgan, Michael Launius, Wayne Quirk

**1) Update on final version of core themes 2 and 5**

- a. Core Theme 2: Connie motioned to approved, John seconded. All approved.
- b. Core Theme 5: Sub-team meeting this afternoon.
  - i. **Action:** Carmen to email final draft of Core Theme 5 to group before next meeting for review/approval.
  - ii. **Action:** Kande to email Tracy and Ed final version of Core Theme 2.

**2) Next Steps**

- a. **Institutional Level (Expected performance level, Strategies for Outcome Attainment)**
  - i. Sub Teams to start thinking about this. What is good, what is not. Things to look for:
    - 1. Trends
    - 2. Comparison Data
    - 3. Professional Standards
    - 4. Timeline of when goal was achieved
    - 5. Baseline date to use for comparison
- b. **Collection/Review/Analysis of Indicator Data (June 30- August 30)**
  - i. June 30 is goal date to set expected performance levels. This will vary depending on what is being evaluated.

**3) Examination of Proposed Mission Evaluation System**

- a. Use as a guide at the end of the year. This can be piloted to make sure it is useful.
- b. **Action:** Tracy and Ed to bring to the next meeting a sample timeline.
- c. **Action:** Tracy and Ed to bring to the next meeting an updated Evaluation System sheet with "Institutional Strategies & Initiative Success" section broken out to reflect identifying what is an institutional priority.

**4) Strategic Planning at Division, College, and Department Levels (Next Steps)**

- a. **Templates/Explanations**
  - i. Add additional columns to template:
    - 1. Resources
    - 2. How It Was Accomplished
    - 3. Recommendations for Change
    - 4. University Commitment Scale (color code red, yellow, or green)
  - ii. Follow same template for college and department levels, starting next Academic Year. Colleges done by end of Fiscal Year 2013 (June).
  - iii. **Action:** Tracy and Ed to bring to the next meeting a modified template and request suggestions for additional changes.

**Next meeting is Tuesday, January 31 from 2:00 – 3:00 p.m. in Barge 412.**