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

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:** Kandee 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.