Strategic Planning Committee  
July 30, 2014  
10:00 a.m. – 12:00 p.m., D104  
MINUTES

Present – Mary Heller, Courtney Ketzenberger, Loke Kenolio, Franklin Kudo, Ross Prizzia, Sherry Proper (Chair), Alan Rosenfeld, Leila Wai Shimokawa, Ryan Sommer, Sarah Gilman Sur, Wendy Tatsuno, Doris Ching. Recorder: Christine Neves.

Chair Proper called the meeting to order and stated the following agenda for the meeting:

1) Implementation Plan Discussion  
2) Final Review of Plan Draft  
3) Timeline Discussion

Chair Proper suggested that the committee change the title of the Assessment Plan (previously referred as assessment matrix/grid as well) to Implementation Plan and to change the column headings as follows:

Column 1 - Objective  
Column 2 - Performance Indicators  
Column 3 - Effectiveness Measure  
Column 4 - Accountable Area/Entity (new column name)  
Column 5 - Alignment  
Column 6 - Timeline

There is strong concern that the Implementation Plan is not ready to be released because a few core theme areas need more work, and many other people should be consulted regarding implementation of the new strategic plan. Also, specific departments such as the Business Office should have the opportunity to look at the Implementation Plan prior to its release to the campus community to verify that suggested actions are in accordance with university policy and are achievable. As of today, only the Teaching and Learning Implementation Plan is complete and ready to be distributed, and we really should consult with people who would be expected to be accountable in any of those areas also. Chair Proper stated that the Implementation Plan would need to go to responsible parties if we released it on Professional Development Day (August 20, 2014), and that would not be possible logistically as people need to review the plan first and conversations about implementation would take a while to accomplish.
The committee discussed changes to the Implementation Plan as well as appropriate dissemination/feedback strategies. Below are pros and cons as to whether the Implementation Plan should proceed or be held back until responsible parties review the plan first.

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<th>PROS</th>
<th>CONS</th>
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<td>People can contribute and edit/suggest edits at the same time they review the plan.</td>
<td>Concern – “Not my area”. “We don’t do that” from employees in certain departments where accountability is indicated.</td>
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<td>More complete for WASC</td>
<td>Grids incomplete and inconsistent</td>
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<td>Can present Implementation Plan as Proposal</td>
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After a lengthy discussion, it was decided that it would be premature to distribute a draft implementation plan until feedback on the Strategic Plan has been received and the plan approved by the Chancellor. The implementation plan could then be determined based on the approved plan.

The Strategic Plan will be sent to senior administration no later than Monday, August 4, 2014 and Wendy Tatsuno will advise them that the release of the Implementation Plan will be delayed until after the six-week review period (August 20 to October 10, 2014) for the campus community. Frank Kudo would like the Vice Chancellors to vet the Implementation Plan. Loke Kenolio stated that the Implementation Plan is an opportunity for the campus to have direct input in the Implementation plan following their feedback on the Strategic Plan, thus creating buy-in from the campus community.

The committee agreed that the Strategic Plan should be sent to faculty, staff, and students around August 14 or 15, 2014. A sample of the Implementation Plan will be shared on Professional Development Day to indicate to the campus that the committee intends to continue its work on the implementation of the Strategic Plan, with incorporated feedback and contributions from the campus community.

**Next Steps**

The Strategic Planning Committee will meet two times in the Fall:

1) After the feedback period and after the open forum. This meeting will be during the week of October 13, 2014.
2) Around November 4, 2014 for final editing/wording of the plan.

The next meeting of the Strategic Planning Committee is TBD.