

Strategic Planning Committee

June 4, 2014

11:00 a.m. – 12:00 p.m., D104

MINUTES

Present –Mary Heller, Courtney Ketzenberger, Donna Kiyosaki, Ross Prizzia, Sherry Proper (Chair), Linda Randall, Melissa Saul, Ryan Sommer, Leila Wai Shimokawa, Wendy Tatsuno

Subcommittee Updates

Each subcommittee convener or delegate provided a brief description of the objectives and goals for their core theme. Objectives of each theme must be specific to West O’ahu. After discussing the objectives and goals it became evident that some of the objectives of the core themes aligned with other areas. As a result, the Partnerships & Collaborations and Workforce Development subcommittees will join together to further develop those areas and possibly form one combined core theme. Next week, in Chair Proper’s absence, Wendy Tatsuno will convene the combined subcommittee.

All Strategic Planning committee members agreed that service learning and community engagement are a vital part of UH West O’ahu’s mission and should be incorporated into each core theme where applicable.

All subcommittees need to further develop or enhance their respective core theme to provide context for the implementation stage. The committee also discussed the specificity of the proposed assessments. The themes need alignment and not redundancy.

Subcommittees were also asked to be aware of themes that were too lengthy. In most cases, the clarifying paragraph should be pared down to be included in an Executive Summary. Detailed information could be included in the Full Strategic Plan, an internal document that includes proprietary information, which will guide the implementation phase.

Review of the Vision/Mission Statement

Alan Rosenfeld provided excellent comments to Chair Proper on the Vision/Mission Statement. He and Mary Heller will work together to incorporate those ideas into the statements.

Next Steps

All subcommittees, over the next two weeks, are to meet again to refine and develop their objectives, with reasonable and measurable assessments. Recommendations for revisions to the overall plan should be sent to Leila Shimokawa for editing and distribution no later than 5:00pm on Tuesday, June 10. Leila will edit and pass the suggestions on to the appropriate committee.

The next version of the expanded themes and executive summary will be due to Leila no later than Monday, June 16.

The next meeting of the Strategic Planning Committee is on Wednesday, June 18, 2014 from 11:00a.m. – 12:00p.m. in D104.