Strategic Plan Coordinating Committee Meeting  
September 8, 2003, 2:00 P.M.  
Minutes

Present:  
Brian Avila  Ted Levitt  
Joanne Bashford Joe Okungbowa  
Mike Boulos Madeline Pumariega  
Gina Cortes-Suarez Greg Sharp  
Rene Garcia Brian Stokes  
John Greb

Not present:  
Karen Hays E.H. Levering  
Nora Hendrix Alexandra Rodriguez

1. The committee approved the minutes for the July 30, 2003 meeting.

2. Environmental scan reports were shared with the committee and reviewed individually. The report drafts are a great start but still need a little work. After considerable discussion, scan teams agreed to add further information to the reports, incorporate pieces that weren’t ready prior to the meeting, and/or reformat their reports to use ‘lay’ language and clearly note the future potential implications for the College. **Ted asked the teams to have final reports ready by September 17th.**

3. Mike shared the communication plan drafted by Ted, Joanne, and Mike. Joanne indicated that all dates will likely be pushed back about a week to allow time for her to meet with the Campus Presidents/Vice Provosts (possibly during an Executive Committee meeting), prior to sending the email alerting them to the role of managers in the process. Also, two weeks (instead of one) should be allocated to Step 1 of the Delphi process to allow adequate time for managers to hold meetings with their employees.

The committee discussed how to inform students about the Strategic Planning process. Madeline suggested a short presentation at the Student Government Association retreat to be held on Saturday, September 20th. Madeline may do the presentation or ask for a volunteer from the committee. Mike volunteered to share information at the Support Staff Council meeting on Wednesday, September 17th.

4. Rene shared plans to hold focus groups with student representatives on Wolfson Campus during the Wednesday afternoon activity hour. Student life directors will be asked to identify students to participate and the focus groups will be held during September or early October. **Rene will work with Ana Maria Demahy and Brian to develop questions and arrange focus groups.**
5. Joanne discussed the possible need to review and/or make minor changes to the wording of the mission and vision statements to reflect the new Baccaluareate programs and the change in the College's name. We shouldn’t need to have a formal review or make any major changes to these statements.

6. The committee reviewed Step 1 of the Delphi process with the changes requested during the last meeting. The group noted that minor changes should be made to the vision statement to reflect a future date and remove ‘community’. **Joanne will make these changes.** It was also suggested that we need an example ‘academic’ goal to include. **Gina was asked to draft this example goal.**

7. The next meeting will be held on Monday, October 6th at 2:00 P.M. in Room 5620 on the Wolfson Campus.

The meeting was adjourned at 4:00 P.M.