1. The committee approved the 10/6/03 minutes.

2. Joanne updated the committee on the status of the Mission/Vision statement review. The change suggested by CASSC is being reviewed by the Executive Committee and will go to the Board of Trustees meeting on February 24th.

3. The committee was encouraged to visit the Planning & Effectiveness website at http://www.mdc.edu/planning_and_effectiveness/ and provide feedback to Joanne.

4. Joanne gave an update on the Delphi process participation rate and results. The process seemed to be well-received based on phone and email comments.

   *The committee reviewed the goals selected for each theme area and agreed to keep the top one for each of the areas, with the exception of the ‘Serving the Community’ theme where the top two will be included.* The final ‘vote’ was very close for the two goals and they target different aspects of the theme.

The SWOT analysis will be ready in a few days – comments related to the top goals are being separated from the rest.

5. The committee discussed the next steps at length and agreed to meet again within the next few weeks to review goals and draft objectives. The proposed goal statement (taken from survey results) and objectives for the ‘Employees and the College’ theme were drafted:

   **Goal:** Develop and implement processes for employee advancement that will encourage creativity and accomplishment and allow them to progress to higher levels.
• Objective 1: Explore the development of a ‘career ladder’ process for support staff to advance within their job classification.
• Objective 2: Improve performance evaluation process to encourage goal-setting, accountability, and innovation.
• Objective 3: Review current reward system to motivate employees.

The committee will draft goals and objectives for all of the themes at the next meeting.

It was agreed that the committee should secure support from top administrators at the College to implement specific goals/objectives. Strategies for accomplishing this were discussed.

6. Joanne updated the committee on Institutional Effectiveness work to date and shared the IE Plan, Overview, and Summary documents for review and feedback.

7. Committee members will be contacted to schedule the next meeting.

The meeting adjourned at 4:00.