STRATEGIC PLANNING AND ASSESSMENT

Minutes

Dean Bingham’s office – 11/29/2016

In attendance: ☒ Bingham, Daniel
☒ Adams, Julie
☒ Block, Jeff
☒ Brown, Michael
☒ Burke, Tammy
☒ Clinard, Jan
☒ Dendinger, Rick
☒ Dubbe, Della

☐ Fillner, Russ excused
☐ Hartman, John
☒ Hickox, Chad
☒ Kiesling, Robyn
☒ Lannert, Mary
☒ Sacry, Sandy
☒ Stearns-Sims, Elizabeth
☐ Zimmerman, Joe excused

Recorder: Summer Marston

Year Seven Self-Study Draft Review (Action: Review due by 12/9)
Site visit will be April 10-12, start Monday morning, leaving Wednesday. During that time, the committee will meet with people all over campus, some planned but some impromptu. Self-study is the big piece prior to that. Standard 1 was Year One self-study, revised in response to NWCCU recommendations, gives framework for the document. Standard 2 was the Year Three self-study, reviewed by NWCCU, some revisions, focuses on policy, governance, organization, etc. Standard 3 focuses on institutional (strategic) and core theme planning, includes everyone’s perspectives, how SP and CT overlap and complement each other, and lays foundation for how we evaluate our performance. Standard 4 focuses on how we assess and continuously improve. Standard 5 we give ourselves a scorecard of how we are doing, includes the core theme table, boils down to a number and where we measure up to the core theme indicators we chose for ourselves. The text for Standards 4 and 5 will be out in the next couple days.

SPA members will review the draft for accuracy and completeness, determine if it seems to make sense to an evaluator, capture the essence of what needs to be done, show evidence to satisfy the evaluators that these things are happening, share pertinent documentation. This request will go out to the whole campus. Review Guide gives priorities for reading. Different than the old 10-year evaluations, focused more now on outcomes than input. This document is the window to the institution for the evaluation committee. SPA members will send comments to Mike and Chad by 12/9 before proofreading and publication.

Summer will determine whether to send hard copies and jump drives to NWCCU or to the team, send link. Jeff will create an account for each evaluator as well as a guest one; link on the website where they can log in. Jeff will ensure IT keeps up the links in the document.

When the document is done, will focus on preparing the campus to ensure people are conversant. The Evaluation Committee will be made up of different positions – likely a fiscal officer, librarian, academic officer, etc. None will be from the MUS. The chair is from Weber State which is a 4-year, but used to be a 2-yr.
Mid-cycle Program Review Progress Reports: Aviation Maintenance, Admissions & Records, Marketing & Recruitment, Veterans Resources (Action: Review for discussion at December meeting)
Full program reviews are done every 5 years, doing midway checkpoint. One academic and three student affairs. SPA will review the Mid-cycle Program Review Progress Reports for discussion at the December meeting.

Budget Planning Update (Action: FY18 program budget requests due by 1/18)
Russ was not at the meeting, however, he emailed the following update:

The committee has finished the program assessment for FY16 and set goals for FY17. Committee members are reviewing FY16 budget outcomes for anomalies and determining the causes. The budget template was modified to include columns for the FY16 actual and the FY17 budget. Budgets are due in mid-January. Fee adjustments and new fee requests are due the end of January.

Mid-year progress reports for annual program assessment plans are due with FY18 budget submissions
Mid-year progress reports are also due on January 18 with FY18 budget submissions. Mike will send an email reminder.

Deliverables
- SPA members will review the draft and send comments to Mike and Chad by 12/9 prior to final proofreading and publication.
- Summer will determine whether to send hard copies and jump drives to NWCCU or to the team, send link.
- SPA will review the Mid-cycle Program Review Progress Reports for discussion at the December meeting.