

**Minutes**  
**March 31, 2015**

Present: C. Burke, R. Couch, K. Drake-Deese, P. Francis (Co-Chair), S. Goetsch, B. Graham, M. Laughner, L. Launen, A. Miller, E. Proshansky, K. Sandy (Co-Chair), K. Stanish, J. Sturtz, C. Turrentine, L. Ware, L. Wiley, K. Williams

**1. Co-Chair Report**

Patty Francis and Kirsti Sandy provided IPG with an update on their meeting with Keeling & Associates on March 27 which focused on the transition from the Strategic Planning Council (SPC) to IPG, stating that although the timeline for completing IPG's task was aggressive, they felt it was manageable. Patty talked briefly about the timeline and distributed index cards so that members could indicate their preferred sub-groups, and said every effort would be made to ensure that everyone got at least their first or second choice. It was intended that IPG members would know their sub-group membership by the next day (April 1).

Francis also said that Keeling & Associates should be sending the penultimate strategic planning document by the end of the week, after it had been reviewed and approved by President Huot. Upon a request, she agreed to email Rich Keeling for the purpose of obtaining at the very least the most recent goal statements, even if they're in draft form.

Kirsti distributed a timeline outlining the recommended schedule for sub-groups to follow for the next two weeks:

- **Week of April 6:** Sub-groups meet, select a chair and person to take notes, and brainstorm a list of possible action items that would actualize the objectives under their goal; post their minutes/list of action items on Basecamp no later than April 10
- **Week of April 13:** Sub-groups meet and discuss how they would know action items had been completed or meet the intent of the objectives; post minutes on Basecamp no later than April 17

IPG members were also encouraged to let Kirsti and Patty know when they plan to meet in case either or both are available to drop by and provide support. In addition, the importance of keeping track of individuals/groups that would be helpful in fleshing out activities as well as data sources/reports was emphasized.

Kirsti and Patty also pointed out two additional dates that IPG members needed to get on their calendars:

- **Wednesday, April 22:** Keeling & Associates will be on campus for the day, meeting with each sub-group for 1 ½ hours and with the group at large for 1 ½ hours; the purpose of the sub-group meetings will be to begin to refine and flesh out the ideas and measures developed by the groups to that point; Patty will provide a complete agenda for that day once sub-groups are formed and she consults with Keeling

- **Wednesday, May 27:** Keeling and Associates will meet with IPG to finalize the action plan

Kirsti and Patty explained that the five weeks between the two visits by Keeling & Associates will be spent meeting to hone the action plans, meeting with appropriate individuals and groups who can inform the plans, and providing updates to the campus as well as opportunities to provide input and feedback into the process. As needed, IPG meetings will also be scheduled.

## **2. Action Plans/Assessment Strategies**

Cathy Turrentine gave a brief presentation on how members might approach coming up with measures that will reflect whether or not activities identified in their action plan have actually been achieved effectively. One distinction she made was between process and outcome measures, with the former referring to actions such as “create,” “develop,” and “establish;” in cases such as this, the indicator for success is whether or not it happened. Outcome measures can be reflected by actual metrics (quantitative or qualitative) that provide a specific benchmark for gauging success (e.g., “enrollment of international students will increase by x%). Action plans can include a combination of these approaches. In addition to measurability, Cathy encouraged members to focus on indicators that are meaningful (i.e., will the activity we accomplish be significant and bring value), and movable (i.e., selecting areas of focus where we are already exceeding expectations will make it very difficult to demonstrate additional progress).

The meeting adjourned at 5 p.m.