

Strategic Planning Council

3:30 PM, Wednesday, February 4, 2009

Hahn Board Room

Members Present: S. Sydow (presiding), R. Bertolas, J. Carstens, M. Dalal, K. Hill, K. Hix (for L. Lentz), L. Jensen, B. McCue, L. Teach, C. Waddington.

Member not present: J. Kielty, B. Kroger, L. Lentz

The meeting was called to order at 3:30 PM.

S. Sydow noted that the Strategic Planning Retreat is held every 2 years. The last retreat was at Divots in Norfolk. In addition to the Retreat, the Council plays a part in promoting continuous improvement. The Council will also review the biennium budget in an effort to assure that the initiatives identified by the Retreat are addressed in the budget process.

1) AQIP Update

Last November an updated Systems Portfolio was submitted for reevaluation. This document can be found electronically on the web site. The Portfolio is currently under review and WSC should have an Appraisal Report by March 30. This report will then go to the Higher Learning Commission Strategic Forum to review the feedback. WSC will then make and create action plans to improve weaker areas. Note: the review is done by other faculty at other institutions.

WSC will attend the Forum within six months after report is received. Refer to the handout "Systems Portfolios and Systems Appraisals" for more details on the process.

2) AQIP Systems Portfolio Revision

Refer to the handout "AQIP Categories and Items 2008 Revisions" for the guidelines. Members were asked to review closely the section beginning on page four as WSC will need to revise the WSC Portfolio to meet new guidelines. Basically, the Council needs to bring the Portfolio up to date and make some small slight reorganization changes. This should entail a minimum amount of work.

The bulleted items on page four emphasize the major changes which include:

- word total limitation of 50,000 words
- the ability to access data via reference links
- the brackets refer to older version, like a concordance table
- the need to note the completed action plans and update others

Therefore, the Council needs to create writing teams of three to four members for each criterion. Some criterion may require one or two more members. These smaller committees will focus on updating and thus probably will not need members from across campus. The 2003 teams were reviewed (lime green handout). It was also noted that the vital projects are the same as action plans.

Council members were also alerted to the "AQIP Notes and Support" handout (purple) and the <http://aqip.pbwiki.com> web site for more information on the categories. It also provides some guidelines for committee membership.

The handout "Systems Portfolio Index" provides a cross check (index) and cross references standards of the North Central Evaluation Questions. Committee members will need to keep this in mind as they redo portfolio.

The Timeline handout (blue) was created in 1999 and will need to be revised and updated.

The first committee listing (green) was provided as historical information.

The 2007-2010 Strategic Plan (gold handout) was also included in the packet for reference while completing revisions on the criterions.

3) WSC Strategic Planning, Fall 2009

The writing will need to be completed by mid-October and will serve as a major piece for the November Retreat. Thereafter, WSC will need to do annual updates.

It was also noted that K. Hix will assist the Council in place of L. Lentz.

4) New System Portfolio Teams

The remainder of the meeting consisted of a discussion of topics to be covered under specific criterion and potential writers. Team members will also need to consider the new general education program and the ramification it will have on the criterion. Refer to the handout for the template of these teams.

S. Sydow and L. Teach will compile a list of these potential team members and solicit acceptance to the team.

The next meeting will be Wednesday, March 4th, 3:30 PM, Hahn Board Room. Agenda items will include the role of the Council members as chairs or liaisons to the teams.

Meeting adjourned 5:00 PM.

Linda Teach, Recorder