Present: Chancellor Wood, Barbara Keinath, Ron Del Vecchio, Tricia Sanders, Michelle Christopherson, Deb Zak, Soo-Yin Lim-Thompson, Kim Gillette, Les Johnson, Andrew Svec, Rob Proulx, Corby Kemmer, Sue Erickson, Kevin Thompson, Carola Thorson, Dave Danforth, Joseph Shostell, Jeff Sperling, Stephanie Helgeson, Chris Winjum

Guest(s):

In these minutes: Strategic Planning and Retreat Follow-up, Electrical Maintenance, Chancellor’s Update, Member Updates

Strategic Planning and Retreat Follow-up – Barbara Keinath
Discussion took place regarding these 6 major ideas that came out of the retreat:

1. Implement a Golden Eagle Mentoring Pilot Program. First starting in athletics but then if successful becoming broader.
2. Find ways to increase student employment on campus. The money earned by students as well as the connection created will help in retention.
3. Utilize alumni to help with recruiting.
4. Increased attention/followup with students who do not register.
5. A local recruiting model, we are calling this the “Highway 2 Model”
6. Better articulation agreement and programs to develop faculty relationships between institutions.

It was decided that each group should have a detailed plan to present at the November 20th Executive Committee meeting. Two different approaches (see below) were discussed for presenting our plans 1) Programmatic and Operational Strategy Table or 2) Creating an Action Project Charter. Groups will use either approach for their plan.

Discussion took place on the best way to engage the greater campus on strategic planning. The October 2nd Thursday Commons is reserved for this purpose. A packet of information distributed for people to review before that meeting was discussed, and the group thought that was a good idea. Other ideas are being “brainstormed”.

Electrical Maintenance – Dave Danforth
The week of August 18 – 22 there will need to be a handful of campus buildings shut down from electrical power at various times to run tests on the electrical infrastructure. Dave will work with offices in each building as well as he will review the Opening Week schedule to make sure this is done as painless as possible. This is all part of the electrical infrastructure upgrade that will be taking place soon.
Member Updates

Technology Support Services – Jeff Sperling

- 1,150 new notebooks are in. More coming. Football, Volleyball, CA’s and some faculty/staff have gotten them and so far the transition has gone smoothly.
- We have been working on improving the wireless in McCall, Centennial and Skyberg.

Academic Affairs – Barbara Keinath

- Stacie Varnson has been hired as the Director of the Academic Success Center. She will begin on Monday (8/18).

Development and Alumni Relations – Corby Kemmer

- Tuesday, September 9th from 5-8:30 pm we will host a UMC Alumni event at TCF Stadium.

Deb Zak – Extension

- The Thriving by Design conference was very successful. 120 attended from all over the region and tri-state area.

Admissions Update – Carola Thorson and Michelle Christopherson

- 931 full time on campus, 871 full time online

University Relations – Andrew Svec

- Patti Tiedeman and John Zak are both back full time. Feel free to send them your work needs.

Posted Member Updates

None

Respectfully submitted by Chris Winjum
Recruitment and Retention

Programmatic and Operational Strategies

Unit/Department

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<th>Activity</th>
<th>Recruitment or Retention Focus?</th>
<th>Target Student Group</th>
<th>Responsible Person(s)</th>
<th>Time Frame</th>
<th>Metrics</th>
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Exec Committee 8/13/2014

Retreat Follow-Up Discussion
Creating an Action Project Charter

Elements of an Action Project Charter

Institution, City, State: Your institution’s name and location.

Project Title: A name that will help everyone recognize what you are doing and trying to accomplish.

Context: A summary description of the project’s origins and purpose.
  • What is the origin/history of the project?
  • How was this project identified?

Problem and Opportunity: A clear problem statement.
  • What problem are we trying to solve?
  • What opportunity are we trying to leverage?

Key Stakeholders: Important groups with an interest (stake) in the project.
  • Who is most affected by the project?
  • What are the risks/benefits to them?
  • Who can most affect the project?

Project Vision and Objectives: A 25 to 30-word summary of objectives for communicating with stakeholders.
  • How will we be different when the project is completed?
  • What are the objectives of the project?
  • How do these fit with the institution’s objectives?
  • What are the project’s benefits?
  • How will we know the project has been accomplished?

Project Sponsor: The person, people, or group with the power, influence, resources, and interest to champion the project and clear away obstacles that may arise.
  • Who is the project’s sponsor?

Project Scope: What the project includes — and what it specifically excludes.
  • What is the project designed to deliver?
  • What is to be included in the project?
  • What is excluded? (Boundaries)

Budget and Timeline: How much the project will cost and how long it will take.
  • What are the project’s financial costs and benefits?
  • What is the project’s budget?
  • What is the project’s timeline? (Milestones?)

Constraints and Assumptions: What freedom and restrictions limit the project and team.
  • What are limitations placed on the project team’s actions, strategies, and decisions?
  • Upon what key assumptions is the project based?

Critical Success Factors and Risks: Necessary conditions and pitfalls.
  • What needs to be in place for this project to succeed?
  • What could go wrong to threaten the success of this project?

Approach and Organization: The “how-to” ingredients needed to carry out the project.
  • What strategy, tools, and techniques will the team employ?
  • What roles and responsibilities have been assigned?

Institutions can help advance any Action Project by clearly “chartering” the project so that the team has confidence that the solution or approach it invents will get a fair hearing and trial that rewards its hard work. AQIP doesn’t expect institutions to create a charter for every Action Project, but many have discovered that creating a formal charter for an Action Project enhances the likelihood of its success. Chartering involves four steps:

1. Prepare a proposed Action Project Charter that includes elements like those catalogued here.

2. Review the Charter with a potential Action Project Sponsor to confirm support. It is absolutely essential that the administrator in charge of the area of the Action Project agree with its goals and supports trying or piloting the solution the team comes up with.

3. Prepare a detailed process map of the areas of the process where measurement will be focused initially.

4. Form the Action Project team and get to work.

Setting an Action Project Timetable

An Action Project should last as long as it takes — six weeks, three months, one year — to achieve its goals, and no longer. Much of the value derived from an Action Project is learning how to identify and solve a problem quickly. If you put together a team and give them years to solve a problem that ought to take weeks or months, you may