**UMC Strategic Planning Committee Retreat**  
**Notes**  
**January 8, 2015**

**Present:** Barbara Keinath, Sue Erickson, Chris Winjum, Lisa Samuelson, Ken Myers, Kim Gillette, Jeff Sperling, Tricia Sanders, Andrew Svec, Corby Kemmer, Rob Proulx, Lorna Hollowell, Stacie Varnson, Carola Thorson, Michelle Christopherson, Stephanie Helgeson, Ron Del Vecchio, Scott Leckie, Emily Campbell, Dave Danforth, Peter Phaiah, Kevin Thompson, Joseph Shostell

**Guest(s):**

**In these minutes:** Review of Future Business Model, Institutional Identity Statement, and Strategy Screen documents, Review Themes Identified in Unit Plans, Share a Model Plan and Apply S.M.A.R.T.


Barbara Keinath reviewed the 3 documents (Future Business Model, Institutional Identity Statement, Strategy Screen) that were created during our summer retreat. These documents are to be “living” documents, so we had some discussion if any items should be changed. No “major” changes, but some discussion on rewording parts for better clarity. Barbara kept notes on the proposed changes and will bring the documents back again.

**Review Themes Identified in Unit Plans – Stacie Varnson**

Stacie went over all the plans and the Themes that she found were brought up often were in the areas of Articulation Agreements, Increasing Web Presence, Recruitment “Big Days” on Campus. Some observations she had were that the metrics for many of the plans were basic and needed more specific items, there was not much about curricular or programmatic changes, and many had vague action plans for implementing objectives.

**SMART Goals Review – Sue Erickson**

Sue presented on what S.M.A.R.T. Goals are. SMART stands for Specific, Measurable, Attainable, Realistic, Timely. Sue then presented the Student Employment Plan as an example of a good plan as it related to the S.M.A.R.T. Goals. She went over examples from the plan of how it was Specific, Measurable, Attainable, Realistic, Timely. She also touched on some areas that work was still needed. Barbara and her expressed the importance of making sure the goals of all of the plans are S.M.A.R.T.

The retreat ended at noon instead of 3:45 pm because of a blizzard warning in Crookston. The remaining section for the retreat will be gone over at future Strategic Planning meetings.

*Respectfully submitted by Chris Winjum*