Strategic Planning Leadership Team Notes
November 5, 2015

Present: Barbara Keinath, Fred Wood, Chris Winjum, Katy Nannenga, Melissa Dingmann, Andrew Svec, Brandy Chaffee, Dave Danforth, Nell DeBoer, Don Cavalier, Jeff Sperling, Joseph Shostell, Michelle Christopherson, Les Johnson, Tricia Sanders, Peter Phaiah, Kevin Thompson, Lisa Samuelson, Sue Erickson

Guest(s):

In these minutes: HLC Visit, Data Metrics Action Project Update, S.M.A.R.T. Goals and recruitment and retention strategic planning, Other

HLC Visit – Barbara, Sue
Barbara handed out a folder to all members with information on the HLC visit. Barbara talked through the schedule for the groups 2 ½ days on campus and prepared the group for the types of questions/discussions the HLC team may have. Barbara went over some of the language and acronyms that the HLC group will be using. Barbara asked all to encourage employees in their areas to attend the open sessions with the HLC team. We should get an initial report back from the team in January, with the HLC acting on our reaffirmation of accreditation in April.

Data Metrics Action Project Update – Sue Erickson, Lisa Samuelson
Sue and Lisa explained the recent work of the Data Metrics Action Project team (Sue Erickson, Lisa Samuelson, Mark Belanger, Kelly Nelson, Venu Mukku). They explained of the complexity of starting from scratch to try and figure out all of the different processes on campuses and which of those should have a metric created. They showed an example of the current spreadsheet they have created to track all of these processes.

S.M.A.R.T. Goals – Sue Erickson
Sue reminded the committee what S.M.A.R.T. Goals are. They are Specific, Measurable, Attainable, Realistic, Time-bound. She asked everyone to continue working on their S.M.A.R.T. goals for their departments that impact recruitment and retention. Forward those goals to Sue when they are finished. If you have questions about this, visit with Sue.

Respectfully submitted by Chris Winjum