Review and approve minutes from February 9 meeting

After minutes from the February 9 meeting were reviewed there was discussion about revising the March 30 meeting schedule due to HLC and other travel. It was decided to cancel meetings on March 9 and March 30 and meet on March 23 from 3-5. Terry will get the room reservation updated.

Paula moved to approve the minutes from the February 9 meeting. Greg seconded. Unanimously passed.

Progress reports from Writing Subcommittee and Employee Communication Subcommittee

Writing Subcommittee: Kevin shared that the subcommittee has not met since the last Steering Committee meeting, although they have been revising the Strategic Plan wording, as needed. Kari and Michael Cortez have been working on a pdf version of the Strategic Plan that will be posted to the website. Kari shared a version of the idea which is in draft form.

Mary, Sean, Kevin, Kari, and Kimberly Webber met to discuss posting the Plan to the website for public review. They talked about how best to collect feedback at this stage of the process and decided to recommend to the committee that we create a strategic planning email address to put on the website for feedback. The email address has already been created, just in case: strategicplanning@tulsacc.edu. The committee agreed with the email address approach and suggested some possible language to include with the email address. Sean added that it might be a good idea to remind viewers of the process to get to this point. The email would close the loop by providing an opportunity for reviewers to respond to the committee.

Kevin shared a draft of the most recent versions of the sections of the Strategic Plan and gave the team time to review the documents for anything that is missing or any other comments. Discussion included: it’s confusing on page 2 because it talks about seven goals and the Plan shows three goals from the last plan; we are shifting the language such that the previous three goals are now our three broad priorities; majority of the college knows the three goals;
remove “Goal One, Goal Two, and Goal Three” from Successes and Achievements section but keep the reference to goals in the paragraphs.

In the Summary of Strategic Planning Process, Kari noted that there are too many titles for Dr. Goodson and suggested it be changed to “President Leigh B. Goodson.”

Employee Communication Subcommittee: Kari shared that Matt Jostes will be going to campuses collecting photos of employees to be included in the Plan document. Kevin noted that Sean would be crafting the email that will be sent when the Plan is posted to the website.

Paula noted that in the Successes and Achievements document under Goal One, the second bullet might be confusing to readers. After discussion, it was decided to replace the statistics and just note it was “over twice as many” successful Strategies students who graduated as those who didn’t take the course.

Kevin mentioned that the Plan now says “2015” and that Dr. Goodson and the Executive Committee of the Board will be discussing the length of the plan.

Paula suggested adding a “DRAFT” water mark to the Plan when it is posted. Everyone agreed.

**Steering Committee’s next action steps (with target dates)**

Post draft of complete Strategic Plan on strategic planning website (2/27/15)

Share recommendations for implementation and monitoring with Cabinet (3/10/15) – Kevin said we may need to change this date based on the change in March meetings and consider the Cabinet recommendations. He and Sean had a preliminary discussion regarding ideas about what this committee could recommend for the structure of the implementation and review council. We will talk about this more at the March 23 meeting.

Share draft of final Strategic Plan with President and Cabinet (4/3/15) – Kevin said that there would likely be few changes from the draft that gets posted. We talked initially about having it up for three weeks. If the draft was posted Monday (March 2), March 23 would be the close date and we could discuss any feedback at the March 23rd meeting.

Final Strategic Plan submitted to Board of Regents for approval (4/9/15)
Upcoming meetings (CC 4th Floor Conference Room)

March 9, 3-5 – Cancel this meeting
March 23, 3-5 – Add this meeting date
March 30, 3-5 – Cancel this meeting
April 13, 3-5 – may not need to meet
April 27, 3-5 – may not need to meet

The meeting adjourned at 3:55 pm.

Respectfully submitted by Terry JacobsDavis