College Planning Committee – Meeting Notes

June 23, 2011

**Attendees**Present: Zara Aslan, Jim Haynes, ~~Letha Jean-Pierre~~, Colleen Lee-Wheat, Brian Murphy, Mallory Newell, Olivia Patlan, Nevin Sarina

Visitors: Gregory Anderson, Karen Chow, Emily Kinner, Bob Stockwell

**Overview**

The group introduced themselves and reported whether they would be returning in the fall. Only the member from IPBT may be changing in the fall.

The group discussed what they believed should be the priorities of the group for the coming year. Each of the five charges of the committee were discussed in regards to the work the committee should do in each area with the greatest focus on the planning calendar, assessing institutional goals, and assessing the governance structures. Highlights include:

* *Publishing the annual planning calendar* – the group discussed the importance of a transparent planning calendar. It was discussed that it is important to gain a big picture perspective of everything that is going on, and when is the best time to do it. It was mentioned that a planning calendar would give more focus to what we are doing, why we are doing it, and why it is done this way. It was discussed that it is important to understand the relationship of the 6-year cycle to other cycles currently underway throughout the college. It may be a possible way to validate what we are doing, why we are doing it, as well as why we are not doing some things.
* *Assessing institutional goals and outcomes via an annual report-* the group discussed what our institutional goals are; they include the institutional metrics, core competencies, strategic initiatives, values, etc. We discussed the importance of syncing the PLOACS with the cycle and linking them to the core competencies as well as budget allocations. We then discussed that an annual report can be in any form presented to the College Council.
* *Evaluating governance and decision making structures and processes –* It was discussed that the committee should assess the governance processes and continue the work done by the governance taskforce. In this process it was mentioned that it would be good for this group to know what other groups are putting together planning agendas such as the technology agenda and see how they all fit together into the college as a whole. Though the group discussed that due to the small size of the committee and the scope of the work that can be completed, that the charge of the committee should not be to assess the effectiveness of the work done by the committees nor the regularity that they meet, etc., but rather to ensure that processes are initiated and thus completed on a determined schedule in alignment with the 6-year planning cycle and planning calendar.

It was then discussed that the Chair would send an email to the committee members to set a date for the next meeting in July or early August if possible.