

Strategic Planning Steering Committee
Meeting Notes
January 17, 2019

Present: L. Bigelow, D. Broyld, C. Casamento, A. Cintron, D. Dauwalder, M. Jackson, Y. Kirby, Z. Toro, R. Wolff

Guest: M. Ceppi (via conference call)

Introduction:

Committee members spent the meeting discussing the purpose, format and expected outcomes for the February 6th Strategic Planning Open Forum. Members began the meeting with a discussion of the purpose and desired outcome of the open forum, and the group went over details for the layout and structure of the meeting. M. Ceppi then provided a brief overview of the PowerPoint presentation he prepared for the forum, and Committee members provided feedback. Lastly, the Committee touched upon various action items related to the communication plan. Below is a summary of the topics that were discussed and the decisions made regarding the open forum, as well as action items that were identified by the Committee.

Purpose of the Open Forum:

- It has been made clear that some members of the CCSU community feel that their voices are not being heard and there is not enough opportunity to provide feedback about the strategic planning process. That said, the Committee decided to go with a less structured approach to the Open Forum, in hopes that it would allow the audience ample opportunity to drive the conversation and provide as much feedback as possible.
- Z. Toro expressed that she is struggling with what the ultimate goal for the Institution is, and a determination must be made regarding where CCSU should be five to ten years from now. She then suggested asking this type of open-ended question to the CCSU community at the Forum. Essentially, the ultimate goal for CCSU should be explained in one sentence, and the strategic plan would be the explanation of how CCSU will achieve that goal. This is the kind of feedback that the Committee ultimately decided they wanted to get from the Forum participants.
- As stated in previous meetings, the purpose of the open forum will also be to begin to identify strategic themes and gain more participation in the survey.

Format and Structure of the Open Forum:

- The structure will be that of an open-ended discussion or a workshop, rather than a traditional presentation.
- There will be three, 90-minute sessions, with one in the morning (9:30-11 or 10-11:30) and two in the afternoon (3-4:30 and 5-6:30).
- Each meeting will be formatted as follows:
 - Introduction – Explain the purpose and planning process (15 min.)
 - Small Breakout Groups – Ask the open-ended question: Where do you see CCSU in 5-10 years? (45 min.)

- Summary – Groups come back together to discuss common themes, next steps and survey (30 min.)
- Small groups will include a facilitator (from the Committee or the UPBC) and a note taker. Facilitators will ask the following “conversation starter” questions, if needed:
 - What are some macro trends that can be seen in higher education today?
 - What are the strengths and unique features of CCSU?
 - What kinds of challenges does the University face?
- Refreshments will be included.

PowerPoint Presentation:

Due to the decisions made regarding the structure of the meeting, it was decided that only two slides from the current presentation would be used. One slide discusses the purpose of the strategic plan, and the other touches upon the planning process and timeline. These would be shown during the introduction.

Other Preparations for the Open Forum:

- M. Ceppi noted that a link to the Strategic Planning Framework document should be sent to the community with the Open Forum letter. The Framework will not be thoroughly discussed in the meeting, so this will provide background information on the planning process.
- Z. Toro noted that facilitators at the Forums should be prepared to answer questions regarding the outcome of the feedback gathered from the White Paper. This was also an open-ended discussion with a lot of great feedback, and people will want to know that something was done with this information.
- The Committee will aim to run the survey from January 23-February 11, so that individuals who have attended the Open Forums can participate.

Communication Plan Action Items:

- The Committee will ask Janice Palmer to send the Open Forum announcement on January 18th, if possible.
- M. Ceppi will ensure that the White Paper, Interim Strategic Plan and Strategic Planning Framework are all on the website, and that links are included in the Open Forum Letter.
- A. Cintron will post information about the survey and the Open Forum on social media, and Z. Toro will ask the SGA President to invite the SGA members to the Forum.