

Colorado College
Strategic Planning Steering Committee
September 13, 2012

Minutes – Items listed in red were items on agenda, not explicitly said in meeting.

- I. Review Talking Points and Powerpoint Presentation
(sent to you via email by Lyrae Williams on Monday)
 - Jill went over talking points and PowerPoint. Asked the committee to give comments and feedback.
 - Jill indicated that she will be recording a narrative to go with the PowerPoint that will be found on the Strategic Planning website. This will be use to help explain the process of the year of planning, particularly for those that are unable to attend a Strategic Planning Informational session. She will let the committee know when that recording is available.

- II. Handbill
 - Ron Machoian went over the new handbill, which will be used as a takeaway that captures key points about the year of the planning and also helps keeps constituents engaged.
 - There will be some changes to the document.
 - Digital and hard copies should be complete by the beginning of October.

- III. Review Resources provided to the committees
(refer to front page of the steering committee's website)
<http://www.coloradocollege.edu/offices/presidentsoffice/strategicplanning/steering.dot>
 - Jill encouraged the committee to go the strategic planning website and peruse the resources listed.

- IV. Constituency Outreach Plan Update – Informational Sessions
(status update sent as attachment with agenda)
 - **Please let Lyrae know which of the Informational Sessions you will be facilitating**
 - Jill went over the process of refining the list originally sent from the chairs regarding which people/groups they wanted to meet with.
 - Jill asks committee to let us know if any one wants to help with the retiree informational session.
 - We need to remember students abroad – A webinar may be a good idea.
 - We need to be sure to include students during the presentation at homecoming. Nathan Lee will participate and ask students serving on the other committees to help as well.

V. Active Initiatives

- Ideas may surface when the four committees do their outreach that are good ideas and don't cost a lot of money, but aren't really "strategic". Those ideas will be sent "up" to the President and Steering Committee for consideration.
- Once vetted by the President (and Steering Committee, as appropriate), the idea will be shared with the Cabinet, and the appropriate VP/Dean will take it from there.
- Ideas moved to implementation will be listed on the Strategic Planning website.
- Ideas can also be submitted through the website under the Active Initiatives link. Ideas received through the website will be submitted to the President.

Current Active Initiatives include:

- a. Calendar
- b. Olin
- c. Yellow Ribbon
- How can we get this out to people?
- How can we let people know they have been heard, especially if the request or idea is complete?
 - We need to make sure we have personal engagement as well.
- Should we have sections listed as problems, updates and resolution, so people see that their request/idea has been heard and are aware of the progress.

VI. Update on Communications Plan

- Some of the committees would like surveys for alumni and other external constituents.
 - We need to create a communications process for feedback, which includes all of the committees so constituents are not confused and/or experience fatigue.
 - This process and communications will go through the steering committee.
 - We use will hard mailing and some social media for feedback.
 - Jill will discuss with chairs about consistent feedback from alumni, friends and parents.

VII. Visioning Exercises for Faculty

- Some of the faculty members thought decisions had been made, thus they were voting on decided options.
- How are we going to report the outcomes of the visioning for the faculty
 - It is suggested that Sandi Wong report the outcomes at one of the first faculty meeting.
 - The outcomes must be reported in a high level.

VIII. Engaged Teaching and Learning Committee Update – Professor Tip Ragan

- Professor Ragan began with and framed his comments in the three things he and his colleagues have learned as chairs.
 1. In the beginning had to better understand their roles as chairs. (Role as chair in meetings, with committee, campus, etc.) Also, had to learn how to work with other SP committees.
 2. Learning Diplomacy – Campus climate affects conversations.

3. How to identify which constituencies to meet with. (Should those meetings be with one committee or multiple committee)
- Emphasized the need to try not to overwhelm people.
 - Discussed how he is consistently working, especially with committee, to raise the level of conversations.

Next Steps

- Let Lyrae know which informational sessions you can attend.
- Lyrae to get updates on outreach from committee staff for spreadsheet (SS missing on experts list)
- Ron will finish handbill
- We will work on a way to engage students abroad.
- Will list Active Initiatives on the website as: Problem, Update, Resolution.
- Will work with SP Committee chairs on communications to receive feedback from alumni, friends and parents. These same questions will be used in alumni magazine.