Minutes CACBSP: January 26, 2017 Chancellor’s Conference Room

Meeting commenced at 1:00pm.

Attendees: Cathy Miller (Committee Chair), Cathy Larson, Sarah Lippert (Committee Secretary), Matt Wolverton, Connie Creech, Matt Wyneken, Jennifer Alvey (replacement for Adam Lutzker), Tess Barker (Chancellor’s Chief-of-Staff), Frank Miskevich (attended last ½, replacing Mehrdad Simkani)

Guests: Hiba Wehbe-Alamah (Chair of the Strategic Planning Committee); Terry Wisner (Member of the Strategic Planning Committee)

Minutes for Jan. 12, 2017: Motion to approve (Alvey); seconded (Wolverton); approved unanimously

New Business: Visit of Chair of Strategic Planning Committee (SPC) and member (Wisner) to discuss the Strategic Planning process

- Tess Barker is helping with the SPC organizational activities
- Visit is to introduce CACBSP to SPC charge and get input

Information shared by SPC about the strategic planning process:

- Demonstration of the Strategic Planning 2017 website (https://www.umflint.edu/strategicplanning2017)
- Anyone can contribute data, questions, etc. by going to the ‘SP suggestions tab—an anonymous tab will be added, along with option to identify as a community member (https://www.umflint.edu/strategicplan2017/strategic-planning-suggestions)
- SPC charge: by end of May 2017 develop (in a transparent/inclusive process) 4-6 goals to guide the campus over the next 5 years. Next year: develop implementation plans with a focus on accountability. By year 3: self-assessment process established.
- Process and timeline page (https://www.umflint.edu/strategicplan2017/strategic-planning-suggestions). Example of how process has been altered based on feedback: draft of the goals will now be shared with faculty and other groups at least 1 month before a vote is held, so that there will be an opportunity for faculty and others to request changes before the final version goes to a vote of the faculty at a governing faculty meeting (May 2017). Mid May is the latest that a vote can occur of the governing faculty, and it will be by electronic ballot.
- SPC meets every other week. There are 5 workgroups that meet on alternative weeks and/or weekly basis as needed until their assigned tasks are completed.
- Website shows with whom SPC members, consultants, or leadership have met (https://www.umflint.edu/strategicplanning2017/calendar-events).
- Each meeting prompts adjustments to meaningfully guide the process.
- Website provides historic documents on the history of UM-Flint strategic planning (https://www.umflint.edu/strategicplanning2017/resources).

Discussion of SPC Membership:

- Q--Who is on the committee because it seems that there may be some missing links?
- A-- SC members are composed of faculty, staff, students, alumni, and community members. (see appendix or https://www.umflint.edu/strategicplanning2017/steering-committee).
- Q--With SPC being so large, why isn’t there a member from CACBSP on the SPC?
- A—(answer from Strategic Planning Steering Committee member responsible for selecting nominees): AAAC and FC chairs felt that Mike Farmer was a sufficient representative for CACBSP, because in the past he has served on CACBSP.
- Comment--Having a member who is no longer on CACBSP is not sufficient to provide communication between CACBSP and SPC.
Q--Since CACBSP doesn’t have a member on the SPC, can we be prioritized in meeting with SPC on the draft before it is finalized, since we are the only standing committee on campus charged with responsibility for strategic planning?

A--Request to schedule meeting with SPC chair and CACBSP in March/April.

Comment—Not having a CACBSP representative on the SPC, it may be harder for CACBSP to be informed about budgeting goals before recommendations need to be made.

Q--Can a member from SPC meet with the library faculty? Answer: yes.

Q--In order to have research and the 4 pillars of our mission as a campus (teaching, research, service, community engagement) adequately represented, shouldn’t the new Director of the Office of Research be on the SPC?

A--SPC chair has met with the Director and his staff to make sure that he is regularly consulting with SPC, which is also happening with OEL. The Director is also helping to consult with the survey workgroup.

Discussion of fora (town hall-like meetings to share ideas on strategic planning goals) to be held with faculty, staff, and students:

- There will be 3-4 meetings for faculty/staff (responding to recommendations from staff council and faculty committees; most likely one for each group individually, then one together)
- Bluejeans to be used for most fora so that people can call in.
- SPC reps asked about the best times to schedule the meetings. One Friday (late) and one on another day was recommended, along with avoiding first or second Wednesday afternoons (CAS meetings).
- Discussion between SPC and CACBSP on how to document the fora: Minute-like notes at each forum should be taken without identifying who is speaking. Q—should SPC only share themes derived from the notes taken in each forum (in other words, only publicize or share synthesized and filtered ideas); or, should both a synthesis of themes and notes from each forum be available? A—there needs to be raw data captured from discussion in the fora that those from the meeting and others in the campus community can review (not necessarily hyper detailed), but unmediated documentation. Without a record of unsynthesized notes from the discussions, ideas and trust might be lost, and misinterpretation is more likely.
- Consensus (by discussion—not vote) on suggestion to SPC for documenting the fora: SPC can assign individuals to document notes at each forum, such as by keeping notes on white boards, notes at each discussion table, or notes on an overhead, etc. These can be photographed, scanned, for instance. Such documentation should be made available to the campus, and will then be used by SPC workgroups to develop themes that will also be made available to the campus community.

Discussion of Surveys used in SP process:

- Charge of SPC survey workgroup shared: “This group is asked to examine existing surveys and templates and develop 1 or more surveys to be used with faculty.” The workgroup will also assemble state and other data and synthesize the data. It can request additional material if needed.
- Q—Will surveys be shared with the faculty? How will we understand the recommended goals and whether to vote to support the plan if we don’t understand where the recommendations came from?
- A—Confidentiality may be an issue if there are identifying comments made in the narrative portions.
- Comment—faculty also need assurances that surveys are anonymous and that demographic questions and narrative comments that would identify specific individuals will not be shared.
- Comment—since we are a public institution, there needs to be consideration in collecting and sharing the surveys for how the information will be used and for transparency—this doesn’t mean that all comments have to be shared, but the workgroup needs to disclose what will be
shared when the surveys go out (for example, state that non-identifying comments will be shared or synthesized, whether averages for quantitative answers will be shared, and with whom it will be shared). SPC should make decisions about sharing information with the fact in mind that we are a public institution. There was general consensus that averages for quantitative answers should be shared, along with synthesized narratives, or narratives that have been edited to take out inappropriate comments or comments that identify individuals.

- Final comments from SPC Chair: Please let the SPC know about any ideas, comments, or concerns along the way. Request that draft minutes from the CACBSP be shared with the SPC Chair so that the SPC notes and ideas can be synthesized.

**Attendance at Budget Meetings:**
- Budget meetings Feb. 16\(^{th}\) 1-2 (Tuscola WSW); Mar. 6\(^{th}\) 1-2 at Carriage Rm, NB; Mar. 17\(^{th}\) 2-3 at Park Palace NB. All CACBSP members are expected to attend these meetings if they can.
- For those who cannot attend, we will try to set up Bluejeans or a conference call. If someone cannot attend by call, then questions related to his/her area will be noted and held until the next CACBSP meeting before final decisions are made.
- CACBSP meetings for March-May: March 9\(^{th}\), 23\(^{rd}\); April 13\(^{th}\) and 27\(^{th}\); May 11\(^{th}\) and 25\(^{th}\); all at 1-2:30 in Chancellor’s conference room.

Meeting concluded at 2:30pm.

**Minutes drafted by CACBSP Secretary Sarah Lippert**

**Minutes approved February 9, 2017**
Appendix I: Members of the SPC from the SP website (shown during the meeting)
The Strategic Planning Steering Committee comprises a broadly diverse group of faculty, staff, students, alumni, and community representatives. The Steering Committee will, during the 2016-17 academic year, design and implement UM-Flint’s next strategic planning process. Suggestions or questions can be emailed to future@umflint.edu.

Faculty/Academic Administration
- Dauda Abubakar, Associate Professor, Africana Studies and Political Science
- Mihai Burzo, Assistant Professor, Computer Science, Engineering & Physics
- Melva Craft-Blacksheare, Assistant Professor, Nursing
- Mike Farmer, Chair, Computer Science, Engineering & Physics
- Donna Fry, Professor of Physical Therapy, Dean of the School of Health Professions & Studies
- Dan Lair, Assoc. Prof. of Organizational Communication, Director MA Applied Communication
- Paula Nas, Lecturer, Economics and Interim Director, University Outreach
- Shelby Newport, Associate Professor of Theater and Chair, Department of Theatre & Dance
- Chris Pearson, Professor of Physics, Associate Dean of College of Arts and Sciences
- Jie Song, Professor of Chemistry, Chemistry & Biochemistry
- Sapna Thwaite, Assoc. Prof Education, Associate Dean School of Education & Human Services
- Dale Tuttle, Lecturer and Director, Center for Entrepreneurial Management
- Hiba Wehbe-Alamah, Associate Professor, School of Nursing, **Steering Committee Chair**
- Shichun Xu, Assistant Professor of Marketing, School of Management
- Amy Yorke, Assistant Professor, Physical Therapy.

Staff
- Jonathan Grady, Assistant Vice Chancellor, Student Success
- Kristopher Johns, Program Manager, Healthy Flint Research Coordinating Center, Public Health & Health Sciences
- Keshanda Jones, Special Projects, Educational Opportunity Initiatives Program and Adviser, Promise Scholars, Student Success Center
- Brent Nickola, Alumni Relations/Annual Giving Manager, Alumni Relations & Development
- Suzanne Shivnen, Administrative Assistant, Political Science
- Deb White, Director, Office of Extended Learning

Students
- Jena Colon, Graduate Student Research Assistant, School of Management
- Marquetta Hall, Undergraduate Student, College of Arts & Sciences
- Zachary Hayes, Undergraduate, Energy and Sustainable Systems, College of Arts & Sciences
- Damien Downey Siwik, Graduate Student, MPA

Alumni and Community Representatives
- Nicholas Evans, Vice President of Business Development & CDO, Genesys Health System
- Melany Gavulic, President & CEO, Hurley Medical Center
- John Henry, Executive Director, Flint Institute of Arts
- JaNel Jamerson, Executive Director, Flint & Genesee Literacy Network
- Terry Wisner, University of Michigan-Flint Alumni and Owner of Partnering to Success LLC.

Administrative Support
- Tess Barker, Chief of Staff, Office of the Chancellor
- Gilia Smith, Special Adviser to the Provost
- Karen Riptoe, Executive Secretary

Consultants
- Julie Peterson, Co-Founder and Partner, Peterson Rudgers Group
- Lisa Rudgers, Co-Founder and Partner, Peterson Rudgers Group