

Minutes – Strategic Planning Steering Committee (Draft)
Friday, March 27, 2009
8:30 a.m.
405 Miller

Present: Ray Franco, Mark Yacavone, Greg Sharer, Bill Buxton, Lynn Anderson, John Shirley, Sheila Dai, Caroline Kaltfleiter, Janet Duncan, Chris Cirimo, Nasrin Parvizi,

Absent: Mark Prus, Carol Van Der Karr, Peter Dady, Mary K. Murphy, Joan Sitterly, James Reese,

Campus Open Forums: Discovery/Environmental Scan Phase

The committee discussed the purpose, schedule, supplies needed, agenda for the open forums, and the SPSC members' participation (expectations, roles, and responsibilities). It was reported that Bill Hopkins has agreed to serve as moderator for all of the sessions. The Open Forum protocol was also discussed; Lynn Anderson will incorporate feedback and provided an updated document.

Regarding the LRPC's role, Chris Cirimo reported that, basically, they are going to be meeting with academic units within the three schools and collecting data behind the scene after the open forums.

Consensus

- SPSC members will take on the role of assistant moderators, serving as greeters, flip chart writers, flip chart hangers, timekeepers, and group management and monitoring. They will not participate in the discussion. *(Based on input, a snapshot of the final schedule can be found on the next page)*
- Eunice Miller will serve as note-taker with the help of an alternate who will be identified later.
- Members of the campus community who have not done so will be given the opportunity to complete the survey for up to one week after the Open Forums. The survey link will be included on the one-page informational document.

Action Items

- Lynn will forward the updated *Campus Open Forums/Discovery Scan Phase* and *Open Forum Script* documents to committee members.
- Chris Cirimo will prepare a one-page handout with the following information: SPSC members' names and campus affiliation, roles and functions of the campus administrative leadership, the five questions listed below, a link to the survey, and a link to the webpage for the process and other pertinent information.

QUESTIONS:

Strengths, positive core, and vision

1. What are you most proud of when you think of SUNY Cortland? For you, what does the college look like when it is functioning at its best?
2. Where do you want to see SUNY Cortland in ten years? What would you like to see grow? What would you like to see changed?
3. What are the biggest challenges and opportunities you see that face SUNY Cortland?

Mission:

4. What is your impression of the revised mission statement? What would you change about it?

Core Values:

5. What do you think are, or should be, the institutional core values at SUNY Cortland?

- Mark Yacavone will work on a PowerPoint with the same set of questions outlined above (one question per slide) and the revised draft of the mission statement for LCD projection.

Review of minutes

The minutes were reviewed and no comments made.

Adjournment:

The meeting was adjourned at 9:20 a.m.

**Open Forums on Strategic Planning: 3/30-4/3/09
Committee Participation Schedule**

Date	Moderator	Assistant Moderators - Members of the Strategic Planning Steering Committee						
		Academic Leader and SPSC	Sign-in Table/ Greeters	Flip Chart Writers	Flip Chart Hangers	Note Taker(s)	Time-Keeper	Additional roles*
Monday Hall of Fame (1-3 p.m.)	Bill Hopkins	Mark Prus (alternate: Ray Franco)	John Shirley, Chris Cirimo	Janet Duncan	Greg Sharer	Eunice Miller + ?	Mark Yacavone	Joan Sitterly, Jim Reese, Mary K. Murphy, Sheila Dai, Bill Buxton (1-2 p.m.)
Tuesday Jacobus Lounge (3-5 p.m.)	Bill Hopkins	Mark Prus (alternate: Ray Franco)	John Shirley, Chris Cirimo	Lynn Anderson	Nasrin Parvizi	Eunice Miller + ?	Mark Yacavone	Greg Sharer, Sheila Dai, James Reese
Wednesday Exhibition Lounge (11-1 p.m.)	Bill Hopkins	Mark Prus (alternate: Ray Franco)	John Shirley, Chris Cirimo	Janet Duncan	Nasrin Parvizi	Eunice Miller + ?	Mark Yacavone	Mary K. Murphy, Lynn Anderson, Caroline Kaltfleiter
Thursday Hall of Fame Room (1-3 p.m.)	Bill Hopkins	Mark Prus (alternate: Ray Franco)	John Shirley, Chris Cirimo, Bill Buxton	Janet Duncan	Bill Buxton	Eunice Miller + ?	Mark Yacavone	Joan Sitterly, Jim Reese, Mary K. Murphy, Greg Sharer, Lynn Anderson
Friday Jacobus Lounge (2-4 p.m.)	Bill Hopkins	Mark Prus (alternate: Ray Franco)	John Shirley, Chris Cirimo, Bill Buxton	Janet Duncan	Bill Buxton	?	Mark Yacavone	James Reese, Greg Sharer, Lynn Anderson, Nasrin Parvizi, Caroline Kaltfleiter

*Group management and monitoring

Table 1: SPSC Participation for Open Forums