

Process Action Team Summary
Strategic Planning Summer Task Force
July 11, 2013

Assignment: Process Action Team (PAT). The PAT will develop the detailed planning process for the university to include the planning timeline. Process must result in a tentative or draft planning document that can inform budgeting no later than the end of October 2013. The PAT will also develop the cyclical annual operational planning process that facilitates assessment, feedback and planning adjustments necessary to achieve systematic data driven decision making. PAT deliverables include the university strategic planning process, the annual university operational planning process and timelines associated with each, and recommended plan format. Process concept will include nested requirements for planning at major unit levels within the university. The planning process must address the requirement for synchronizing major operational systems of the university (enrollment management, curriculum management, resource management, etc.) in accomplishing the institutional mission.

Summary of Recommended Process

- Identification of 5-7 high-level “strategic themes” by Summer Task Force, using data from mission analysis, environmental scanning, and visioning
- Upon agreement by Summer Task Force, put on website for feedback and submit to Cabinet
- Summer Task Force produces a “concept paper” of approximately 3 pages for each theme. The concept paper pulls together relevant information from the Mission Analysis, Environmental Scan and Visioning documents.
- At the beginning of fall 2013 semester, create a “Theme Team” of faculty, staff, and other appropriate people for each theme. Using concept paper produced by Summer Task Force, each Theme Team develops goals and actions (initiatives?) related to that theme to be accomplished over the next 3 years.
- Strategic Planning Steering Committee, chaired by Provost, oversees development and implementation of strategic plan.

Theme Teams

- 7 people (1 leader + 6 members)
- Need themes sufficiently defined so Provost can issue call for nominations first week of August
- Based on nominations, Provost would form the Theme Teams and submit to Cabinet for review/guidance
- Provost would like to name members of Theme Teams by Wed, Aug 14
- Donna Gessell would serve as liaison to facilitate the work of the Theme Teams
- Example of charge to Theme Teams
 - Review theme and identify if it needs to be tweaked or if anything substantive has been left out
 - Use concept papers (written by Summer Task Force) as background information
 - Deliverable would be similar to Western Carolina Subcommittee Reports with 3 to 4 Goals for Theme and 3 to 5 Actions (Initiatives?) within each Goal <http://www.wcu.edu/about-wcu/leadership/office-of-the-chancellor/wcu-2020-plan/strategic-plan-subcommittee-reports.asp>
 - Deliverable should also include suggestions for responsible parties for each item
 - Also, Theme Teams should suggest appropriate Key Performance Indicators to be measured over 3- year life of strategic as a means of assessing institutional progress on the items within their Theme

- Intermediate Progress Reports due Sep 20 and Oct 18 with final report due Dec 1. Progress Reports will be posted on Strategic Planning Website.

Strategic Planning Steering Committee (Council?)

- Composition (developed in consultation with Provost)
 - Provost (Chair)
 - Vice President for Executive Affairs or designee
 - Assistant Vice President for Institutional Effectiveness or designee
 - 1 Cabinet member selected by Cabinet
 - 1 Staff Council member selected by Staff Council
 - 5 faculty selected by Faculty Senate – the 5 faculty do not necessarily have to be Faculty Senate members and need to be selected so as to ensure representation across campuses and programs. At least 1 faculty member must teach in a graduate program.
 - 1 or 2 members of Provost Council selected by Provost Council
 - 4 to 6 staff appointed by Chair to ensure adequate coverage of staff from areas providing support to the themes
- Responsibilities
 - Provides oversight of strategic plan development and implementation.
 - Reviews and provides feedback on Theme Team Intermediate Progress Reports
 - Synchronizes operational plans (Actions to achieve the Goals in each Theme) using Implementation Matrix similar to Penn State
<http://strategicplan.psu.edu/StrategyImplementationMatrix.pdf>
 - Monitors progress toward Key Performance Indicators (assessment of strategic plan)
 - Recommends strategic planning funding priorities to Cabinet

Format

After reviewing strategic plans for several universities, PAT identified the following as models for ***formats*** (not necessarily content) for specific components of the UNG Strategic Plan

- Schematic Summary of Strategic Plan
Western Carolina University
<http://www.wcu.edu/about-wcu/leadership/office-of-the-chancellor/wcu-2020-plan/>
- Strategic Plan Sub-Committee Reports (one of the deliverables of each UNG “theme team”)
Western Carolina University
<http://www.wcu.edu/about-wcu/leadership/office-of-the-chancellor/wcu-2020-plan/strategic-plan-subcommittee-reports.asp>
- Metrics Dashboard
University of North Carolina Asheville
<http://www3.unca.edu/spcms2/dash.html>
- Implementation Matrix
Penn State University
<http://strategicplan.psu.edu/StrategyImplementationMatrix.pdf>
- Inclusion of SWOT analysis
Kennesaw State University
http://www.kennesaw.edu/president/pdfs/strategic_plan.pdf