

Strategic Plan Implementation Team Leadership Meeting Minutes

November 1, 2010

Attending: Robert Dillman, Yun Kim, Henry Gardner, Vicki Sanders, Irina Khusid, Gerard Rozea, Chin Hu, Doreen Tobin, Mary Frances Postupack, Rich Staneski, Olivia Carducci, Joann Stryker (recorder)

I. Announcements

- a. Budget – Each of the three implementation teams has a \$5,000 budget to carry out initiatives this year. Three separate accounts have been created. At year end, any unused funds will roll to next year.
- b. Future Meeting Dates for this group are set for:

December 6, 2010	11:00 – 12:00
January 24, 2011	11:30 – 12:30
February 28, 2011	11:30 – 12:30
April 4, 2011	11:00 – 12:00
May 9, 2011	11:00 – 12:00
- c. Informal Update to Campus – Before Thanksgiving break an informal update will be provided to the ESU community. Yun will draft this update using information (meeting minutes, emailed communications, etc.) provided by each implementation team. The draft will be sent to the implementation team leaders for review and edits.
- d. Nine student senators have been identified as members in the implementation teams. Yun is holding an orientation for them this afternoon.

II. Team Reports

- a. Globalization and Services Implementation Team - update provided by Mary Frances Postupack and Chin Hu. A handout summarizing their team and leadership meetings with proposed actions was provided and reviewed. The document reflects the consensus of their team members. What is included truly reflects their discussion and concerns. The implementation team has identified two globalization action items and one service action item.

#1: Inventory what our students know about globalization. Identify and adopt a mechanism to measure. The implementation team discussed the University Assessment Committee's core student learning outcome on this topic at length. The intent is to tie the efforts of the UAC and the implementation team together. Eventually would like to have longitudinal data for the same students.

Action: The implementation team should look for existing tools/measures to assess ESU students' global cultural literacy and collaborate with the UAC to critique these existing instruments.

Action: The implementation team will work with OAIE to identify global cultural literacy components within any assessment measures currently in use.

#2: Identify global knowledge and resources exist in the community and create a database of resources. These resources may include community agencies that reach out on global issues such as hunger, individuals, and groups such as the Latino Association.

Action: The implementation team should develop a database template and begin populating this database with known resources.

#3: This initiative deals with service. The implementation team would like to create a website with a strong infrastructure to build connections with the community partners. This would serve as an internal clearing-house for contacts. Now, the university has no interactive mechanism to connect community partners to students. The team envisions the community partner posting their needs on this interactive site. The second component of this action is to develop an inventory of service-learning courses.

Discussion – Within Banner there is the capacity to develop a co-curricular transcript. Service experiences can be entered and verified by the university. Also, the university is currently investigating a communication platform with students whereby messages can be sent to cell phone, email, twitter, etc. This platform may have the potential to communicate community partner service needs directly to students.

- b. People and Resources Implementation Team – This team chose to split into two groups, one working on Resources and one working on People.

Resources update was provided by Rich Staneski. This group has met three times. They have been in a discovery mode. There is a lot of existing information for the team to review and process. There are three key areas they are exploring: Resource Allocations/Budget Process, Master Planning and Fundraising. At their first meeting they reviewed the Budget Process, second meeting there was a presentation on the Master Plan, and their next meeting will be a presentation on fundraising by Frank Falso and Betty Russo. As a result of the review of the budget process, the team is formulating some suggestions for substantive changes. There is a need to assess the budget process more fully than it has been.

Action: Rich will forward the minutes from these meetings to Yun Kim to be posted on the website.

Action: OAIE will assist with an assessment of the budget process.

People update was provided by Vicki Sanders. This group decided that the nine initiatives listed in the strategic plan are all important. The group has categorized them into:

- Personal and Professional Development – items 1 and 8

- Recognition – items 3 and 4
- Program Support – items 5 and 6
- Environment Support – items 2, 7, and 9

The group is honoring the unit strategic plans by reviewing them and pulling out initiatives addressing these four categories from those plans. There are a lot of initiatives already underway across campus.

Discussion: Human capital development should include student employees as well. We depend on our graduate assistants and student workers (orientation leaders, recreation center, resident assistants, etc.) heavily. Both Resources and People are focused on gathering information this semester. The importance of identifying actions and accomplishing something this academic year was stressed.

- c. Engaged Learning and Collaboration Implementation Team – update provided by Gerard Rozea. Meeting notes from an October 15th team meeting were provided. At the initial meeting the implementation team chose the following item from the strategic plan as their primary focus *“Meet the demands of the dynamic global society by developing students’ writing and other communication skills, critical and creative thinking, quantitative and scientific reasoning, and information and technology literacy in both undergraduate and graduate education.”* This item was dissected into its components and the team inventoried what we have and what we already do in each. The first component the team is going to address will be writing. English department faculty made a presentation to the team about ESU’s current undergraduate English requirements at the last meeting. As far as a timeline, the team plans to develop actions addressing the writing component this semester.

Discussion: Dr. Dillman expressed his hope that this team will address the “engaged” portion of this focus. Most teaching is done through lecturing – how can we move to incorporate more “doing” rather than listening by the students? Those that engage, learn. There needs to be more writing and discussion in class. What are we trying to achieve? The team is discussing several ideas to address greater engagement including identification of master teachers and a university-wide project to create a common book/cd around an annual theme. The team is also hearing about deficits our students may have in some key areas such as reading that need to be dealt with globally.

Olivia Carducci brought up her experience using a service-learning project in a math course. She knew her department would support her even if this did not succeed. It is a huge risk to young faculty to make the change. The tenure clock is short and some are afraid to take the risk. We must develop support for this type of risk taking at ESU.

Irina Khusid mentioned that the concept of a second English course must be raised with the faculty at large. The English Department faculty will be making their presentation to the General Education Committee. We also must seek the input of our students on these issues.

Action: The team was asked to consult with the University Assessment Committee regarding their work defining the undergraduate student learning outcomes and to connect with their Information Literacy workgroup. In addition, the Provost has Praxis results that can be used to inform this discuss.

III. Future Support – Yun asked the team leaders what additional support they need.

- a. Rich restated the Resources team need for assistance developing tools to assess the budget process.
- b. Mary Frances and Doreen raised the need for an infrastructure to support a robust website which includes content experts and staff to regularly update content.

Yun handed out information about the just launched Employee Satisfaction Survey. An emailed invitation containing a link to this online survey was sent to all permanent ESU employees. The response rate is currently at 22%. The survey will run through the month of November, please encourage your staff and colleagues to participate.