

Oregon Tech Strategic Planning Steering Committee
DRAFT NOTES
Meeting #10
November 14, 2019
Snell Conference Room, Klamath Falls Campus
Room 127, Portland Metro Campus
2:00 pm - 5:00 pm

Attendees:

Steve Addison (via skype)	Suzanne Hopper (via skype)	Joanna Mott
Aja Bettencourt-McCarthy	Erik Johnson	Dr. Naganathan
Jessyca Chosy	Jennifer Kass (via skype)	Di Saunders
Anna Clark (skype)	Justin Laughlin (via skype)	Lindy Stewart (via skype)
Mandi Clark	Roger Lindgren	
Sandra Fox	Joel McPherson	

Unable to Attend:

John Davis	Amber Lancaster	Farooq Sultan
Kathleen Hill	Ginny Lang	Ken Vandehey
Joyce Hollander-Rodriguez	Bobbi Kowash	Chitra Venugopal
Jack Kegg	Alan Polaski	Wakaya Wells
Tom Keyser	Tony Richey	

Recap and review

Dr. Nagi led the meeting in Ginny's absence. It was noted that six members took advantage of the TEAMS training provided by Tony and his team. Tony was willing to offer additional training if desired. Steve requested to postpone the updated SWOT presentation. Dr. Nagi explained the goals for the day: agree on a timeline, plan assignments for SPSC communications strategy, agree on format for strategic plan, and identify goals or action items that need to be included, strengthened, or combined.

Campus communicating and town halls

Consensus to discuss the plan and gather feedback in focus groups rather than at town halls because the last town hall was not well received. Committee members signed up to give presentations to divisions, staff units, leadership teams, etc. identified on Aja's focus group list. Dr. Nagi and Tom will address executive staff. If other groups such as faculty senate or administrative council would like to review they are welcome. The focus group presenters will provide a generic orientation of the strategic planning process and facilitate feedback either by taking notes and/or with a feedback form. Need a one-page communication sheet/script for presenters. Members will not advocate for any portion of the plan, but rather explain the process. Suggestion to note that the Mission is an adopted statement and no changes are likely to be made. Anna will design a feedback form and work with Nellie Stewart on making it available electronically so everyone has the ability to provide feedback. One question to ask is for the reaction to pillars, goals, etc. Need a preamble or script for the people who are leading focus groups. Consensus to update the website with focus group meeting dates and where we are at in the process. Discussion regarding the need for monthly progress report to campus from the co-chairs. Vice Presidents are to send messages to directors that the focus groups are coming.

The committee reviewed proposed changes and comments on the draft plan. Discussion regarding the need to call out “Objectives” or make a note identifying the need for action plans below the goals.

To do list:

- Members need to double-check the focus groups they volunteered for.
- The writing group will make the changes discussed and put the plan into the format for the university community to review.
- Anna will draft feedback questions and work with Nellie to create a Qualtrics form by November 22.
- Di and Sandra, with Ginny, will draft the co-chairs letter regarding the focus group and send out the draft plan and later an opportunity to provide input.
- Need to create a talking point sheet for focus group facilitators – points should emulate the info in the co-chairs letter.
- Focus groups (to be held between co-chairs letter sending and mid-January) – going over each section with it on the screen and expectations for feedback (form)
- December 12, 2019 SPSC Meeting
- Feedback by mid-January for group of few to review feedback and propose changes to the document.
- Aja offered to attend focus group meetings with others.
- Jessyca was willing to attend the ASOIT meeting on November 18.
- Dr. Nagi and Tom Keyser will meet with Senior Leadership and Executive Staff to review and discuss draft

Meeting adjourned at 5:00pm.