University of Evansville Strategic Planning

Social Responsibility Working Group

Tuesday, October 26, 2010

1:00 p.m.

President’s Conference Room

~Minutes

Members present: Bill Hemminger (co-chair), Dianne Oliver, John Stamm, Geoff Edwards, Lynn Penland, Mohammed Azarian, Ben Riley, David Kirkwood, Angela Williams, Larry Horn, Rose Mays (via teleconference), Lesley Pleasant, and La Toya Smith (co-chair).

Meeting commenced at 1:03 p.m. CST.

I. Introductions
   a. Each member introduced him/herself regarding their association with the University of Evansville, and their experience with either/both/all of the three topics represented by the working group (diversity, sustainability, service).

II. Overall UE Strategic Planning Process/Timeline
   a. There are nine working groups each addressing a certain topic
   b. Each working group has two co-chairs – a faculty co-chair and a non-faculty co-chair
   c. There is a UE Strategic Planning Steering Committee which President Kazee chairs
      i. Both co-chairs for each working group are on the Steering Committee as well as two trustees, and the director of institutional effectiveness
   d. The Steering Committee first met on Wed. Oct 13 and will meet next on Thurs. Oct 28
   e. The overall goal is to create a 5-7yr plan for the University
      i. Where should the University be in 5-7 years, and how does it arrive there?
   f. This strategic plan will be used to guide the direction of the University and used to make decisions, especially fiscal decisions
   g. The strategic planning process will be inclusive
      i. Each working group has faculty, staff/administrators, students, alumni, and trustees
   h. The strategic planning process will be transparent
      i. There is a webpage about the strategic planning process on the University website
         1. http://www.evansville.edu/strategicplan/
         2. On it, the overall process and timeline are listed
3. All of the working groups and their members are listed

4. There is an electronic feedback form that anyone can submit a comment

   ii. All of the meeting dates and times of the working groups will be posted as well as their minutes

1. We must take minutes at every meeting that are detailed enough to give someone who did not attend the meeting a sense of being there but not too detailed as to include names along with comments

   i. Timeline

      i. We have from now until Feb to create our recommendations

      ii. In early Feb. the steering committee will meet and bring all of the recommendations of each working group together to create a “rough draft” of the overall UE strategic plan

      iii. In late Feb. the strategic plan will be presented during the Board of Trustees meeting

j. The strategic plan will not be a laundry list of recommendations, but instead a focused list of several recommendations for each area

k. Collaboration is encouraged

   i. The working groups are not secret societies having secret meetings

   ii. The working groups do not have to work in silos

      1. If there is a topic that overlaps with another working group, the two working groups can have a joint meeting

      2. If you know experts in certain areas, you can make them aware of what we have done and seek their advice

l. We are not bound to the three topics (diversity, sustainability, service)

   i. If we feel that there is another topic that should be addressed, we can bring that proposed topic before the steering committee for approval

m. Recommendations should include the following:

   i. Recommendation

   ii. Responsible Party(ies)

   iii. Necessary Resources

   iv. Timeline

   v. Metrics

   vi. Assessment

n. Recommendations should be practical/achievable, but don’t limit your thinking

o. The strategic plan will be evaluated annually to document progress and tweak

   i. If there are recommendations that are later deemed irrelevant, they can be changed

   ii. The strategic plan is a living document

III. Social Responsibility Working Group Strategy

   a. The three topics have little cross-over and each need their own sufficient attention
b. Working group decided to sub-divide into three sub-groups based on the three topics: diversity, sustainability, service

c. These sub-groups will meet 2x during Nov/early Dec to formulate and refine recommendations
   i. Each group must designate someone to take minutes or alternate the responsibility

d. The entire working group will reconvene in December and in January

e. Diversity
   i. La Toya Smith
   ii. Lynn Penland
   iii. Mohammad Azarian
   iv. Angela Williams
   v. Rose Mays

f. Service
   i. Bill Hemminger
   ii. Dianne Oliver
   iii. Geoff Edwards
   iv. David Kirkwood

 g. Sustainability
   i. Bill Hemminger
   ii. John Stamm
   iii. Ben Riley
   iv. Larry Horn
   v. Lesley Pleasant

h. There was discussion concerning how the three topics overlap with other groups and concepts
   i. As the process goes on, there might be need for a particular sub-group to meet with another working group
   i. There was also discussion concerning the definitions of the terms social responsibility and sustainability
   i. The working group were not given any set definitions, but will have to discuss and propose their own

IV. Microsoft Share Point

a. This technology is basically a shared folder that we all have access to

b. If there is relevant information that all of us should be aware of, we can upload it and everyone can access it

c. This is an alternative to e-mailing excessively

d. Our link is:
   i. http://portal.evansville.edu/strategic/social

e. Soon, examples of other university strategic plans in which they include diversity, service, and/or sustainability will be uploaded
V. Availability
   a. The committee designated subsequent meetings for the rest of the semester:
   b. Diversity
      i. Tues, Nov 2\textsuperscript{nd} @ 1pm
      ii. Tues, Nov 30\textsuperscript{th} @ 1pm
   c. Service
      i. Tues, Nov 9\textsuperscript{th} @ 1pm
      ii. Tues, Nov 30\textsuperscript{th} @ 1pm
   d. Sustainability
      i. Thurs, Nov 11\textsuperscript{th} @ 1pm
      ii. Thurs, Dec 2\textsuperscript{nd} @ 1pm
   e. Entire Social Responsibility Working Group
      i. Tues, Dec 7\textsuperscript{th} @ 1pm

VI. Questions?
   a. Can we invite people that are not on a working group to our meetings who might have expertise in that topic?
   b. How do trustees access Microsoft Share Point?
   c. How many recommendations should our working group or sub-groups produce?

VII. Next Steps
   a. Type minutes and send to group and director of institutional effectiveness
   b. Upload strategic plans to Microsoft Share Point
   c. Confirm meeting locations
   d. Send meeting invites
   e. Ask those who couldn’t attend to align with a particular sub-group
   f. Follow-up on questions of group

Meeting adjourned at 1:53 p.m. CST.