

Strategic Planning Steering Committee
Meeting Notes
February 7, 2019

Present: L. Bigelow, D. Broyld, C. Casamento, A. Cintron, D. Dauwalder, Y. Kirby, Z. Toro, R. Wolff, M. Ceppi, K. Kollar

Open Forum Feedback:

Committee members briefly discussed their thoughts on the Open Forums. Z. Toro noted that there are a handful of CCSU community members who have taken very strong and unwavering positions regarding the strategic planning process. She then encouraged the Committee to not let the negative opinions of a few people discourage them or derail the process. Members agreed that, for the most part, the discussions that occurred were valuable and that participant feedback was positive. However, there were a lot of varied responses and opinions regarding the discussion questions.

Preliminary Summary of Key Themes and Ideas:

M. Ceppi provided a handout listing some of the common themes and values that emerged from the three Open Forum meetings. Committee members then had a discussion about key themes and values, as well as the vision of the University.

- **Fundamental Values:** M. Ceppi asked the group to comment on CCSU's current values, as well as to provide feedback on the responses given during the Open Forums. Z. Toro noted that CCSU currently does not have set values, and this was something that NECHE commented on during the most recent site visit. M. Ceppi stated that he thought he saw a reference to values on the CCSU website, and L. Bigelow replied that the Profile lists a few values under the "History" section. Upon review of the Profile page, the Committee discussed several possible fundamental values (*Integrity, Civility, Academic Excellence, Access/Opportunity, Inclusiveness, Safety, Respect, Community and Stewardship*), and Z. Toro asked M. Ceppi for feedback regarding best practices for choosing an appropriate list of values for the institution.

M. Ceppi stated that institutions normally choose between five and seven values, and these should consist of principles that every level of the University can live by. After some further commentary, Z. Toro asked M. Ceppi to look at all of the input from the Committee, Open Forums and the survey and provide a list of 10-12 possible values (with explanations) for the next Committee meeting.

- **Key Themes:** After a brief discussion, the group determined it would be beneficial to table the discussion of key themes until all of the Open Forum notes were collected and compared.
- **Vision for CCSU:** Committee members were asked to provide feedback on the ideal characteristics of a vision statement, and after some discussion the following attributes were identified:
 - A vision statement should be aspirational in nature, and it should embody characteristics and accomplishments that are realistic and attainable.
 - A vision statement should help everyone at all levels of the institution set reasonable goals.

- A vision statement should be simple and easy to remember and market to the community (example: [Hartford Hospital's Mission and Vision](#)).
- A vision statement should describe a state of affairs for the University.

Members ultimately agreed to table the discussion of the key themes, values and vision of the University until after M. Ceppi's team has gathered all of the Open Forum and survey response data. Z. Toro asked M. Ceppi to provide the committee with a list of 10-12 possible values, with descriptions, for the Committee's review and consideration at the next meeting.

Survey Responses:

M. Ceppi reported that he will be following up on M. Jackson's suggestion to send a survey reminder that includes instructions regarding how to save the survey and come back to it later. He noted that individuals who save the survey will be prompted by email to complete it. M. Ceppi added that he will also be following up with K. Fruin to get on the SGA agenda to discuss the survey and the strategic planning process.

Timeline and Next Steps:

M. Ceppi asked for feedback and confirmation regarding upcoming tasks on the timeline. The following items were discussed:

- **Benchmark and Aspirational Institutions:** Y. Kirby and M. Ceppi will work to get a list of metrics together for review by the UPBC before its February 19th meeting. The UPBC will need to determine whether they will split into subgroups to complete the work that has been assigned to them by the deadlines stated in the Framework. L. Bigelow will report back on the UPBC's decision regarding its commitment to the tasks that have been assigned.
- **Interviews with Key Stakeholders:** M. Ceppi confirmed that interviews are underway, with others to be scheduled in the near future.
- **Environmental Analysis:** M. Ceppi promised to have the environmental analysis ready for review by February 22nd. In response to M. Ceppi, Y. Kirby stated that the FSSE Survey results will not be ready until mid-August or September.
- **Workgroups:** C. Casamento noted that, per the Framework, the UPBC must provide feedback regarding the composition of the workgroups by March 1st. L. Bigelow will follow up with the UPBC on this. M. Ceppi will provide a draft guideline document for the workgroups (theme, process, expected deliverable, etc.).

Committee members then agreed to schedule a subsequent two hour meeting to discuss the following:

- Information compiled by M. Ceppi regarding key themes, values and vision
- Environmental analysis
- Guideline document for the workgroups
- Finalization of workgroup rosters
- Determination of themes for workgroups