STRATEGIC PLANNING COMMITTEE  
Special Meeting Minutes  
November 10, 2010

Members Present: Lisa Foss, Judy Kilborn, David Sikes, Kristian Twombly, Jarrod Wiggins, Linda Williams, Joe Melcher, Michael Ernst, Plamen Miltenoff, Mike Sharp, Kay Worner, John Eggers, Kerry Marrer, Diana Lawson, Sara Grachek, Debra Gold, Casey Gordon, Tracy Ore, Lalita Subrahmanyan, Tony Akubue, Tom Hergert, John Palmer, Mark Petzold, Stephen Hornstein, David DeGroote

Listening Session Feedback

Feedback Process
- The Listening Session will be an entire day process – Nov. 17th 6am – 6pm.
- SPC will provide note takers to capture the feedback and commentary.
- The session will be open to everyone including students.
- The Listening Session will not be scripted.
- There will be sign-up sheets and time limits on the feedback.
- We need to make clear that it is not a question and answer format.

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<tr>
<th>Move to accept the recommendations of the ARSG regarding the listening session which will be held on November 17, 2010 from 6 am – 6 pm.</th>
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<tr>
<td>Motion: Tom Hergert. Second: Joe Melcher. No objections</td>
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<th>Move to give speakers five minutes each to present their feedback during the Listening Session.</th>
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<td>Motion: Tracy Ore Second: Linda Williams 3 objections</td>
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<th>Move to allow speakers 3 minutes each to present their feedback during the Listening Session.</th>
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<td>Motion: Tom Hergert Second: John Eggers No objections</td>
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Survey

- There seems to be too many open-ended questions, and compiling the results in a very short period of time could prove to be difficult.
- Quantitative questions are easier to analyze quickly.
• It is important that the survey goes out before the listening session.
• It was suggested that we use a scale for each one and limit the number of open-ended comment boxes.
• Add: How do you think the current structure supports the four principles? Allows us to establish baseline.
• We need the ability to separate faculty/staff from students.
• We need to include an auto reminder – one time.

Move to accept the draft version of the survey with the understanding that the survey group will fine tune the survey based on the feedback of the SPC and conduct a test run with a select group of people.

Motion: John Eggers  Second: Linda Williams  No objections.  Motion Passes

Move that the survey will run from Tuesday, Nov. 16th at 6 p.m. to Sunday, Nov. 21 at 11:59 with one reminder on Friday, Nov. 19, 2010.

Motion: Tracy Ore  Second: Diana Lawson  No objections  Motion Passes