

Strategic Planning Task Force Meeting

March 4, 2014

Participants: D. Allred, K. Arnoldsen, C. Avery, L. Barnhurst, M. Dodge, S. Golding, B. Hermansen, S. Hill, M. Jenkins, K. Kovac, D. Larsen, T. Lund, C. Mathie, M. Medley, S. Meredith, L. Smith, and G. Wright.

Members of the Task Force shared comments they have received from members of the faculty and staff regarding the program prioritization questionnaires (PPQs). Some members shared concerns they have heard regarding the process as well as the amount of time required to complete the questionnaires. Some individuals are not comfortable with the completed PPQ that was submitted by their supervisor for their program. Any employee who feels their program may not be adequately supported should be encouraged to send any supplemental information they feel important to the vision@snow.edu email address. Any information they submit will remain confidential.

Marvin then reviewed the team assignments that have been made (see below) and the process for reviewing the PPQs.

Criterion	Faculty Member	Staff Member
#1 - History, Development, and Expectations	Jon Cox	Terry Lund
#2 - Opportunity Analysis	Kari Arnoldsen	Cindy Avery
#3 - External Program/Unit Demands	Steve Hood	Karl Kovac
#4 - Internal Program/Unit Demands	Larry Smith	Greg Wright*
#5 - Quality of the Program/Unit Resources	LaFaun Barnhurst	Sara Golding
#6 - Quality of Program/Unit Outcomes & Assessment	Steve Meredith	Craig Mathie
#7 - Size, Scope, and Productivity of Program/Unit	David Allred	Beckie Hermansen
#8 - Revenue Sources and Non-Revenue Sources	Danni Larsen	Natalie Visger
#9 - Costs and Other Expenses	Michael Medley	Spencer Hill
#10 - Impact, Justification, and Overall Necessity	Brad Taggart	Michelle Brown
Overall Review	Melanie Jenkins	Marvin Dodge

* Greg is not a staff member but we have more faculty than staff.

Each team will review and score their assigned criterion independently. Each criterion will receive one score of either 1 (weak/limited), 4 (moderate), or 9 (exceptional/significant). Reviewers should not consider spelling, grammar or format in their evaluations. The rubric which was approved by the Task Force should be used in scoring the PPQs. Marvin and Melanie will also review various PPQs to include those who may have combined various accounts into one PPQ. It is anticipated that there will be approximately 200 PPQs for review.

Submitted PPQs will be uploaded to a Dropbox to facilitate the review process. Invitations will be sent to each reviewer's Snow email address unless another email address is provided. The rubric, scoring sheet, list of accounts, and team assignments will also be available in the Dropbox. If a reviewer would prefer a hard copy of the scoring sheet, copies will be provided to them. Reviewers should forward their scores to Sue Ann no later than March 28, 2014. Scores will then be entered into a summary spreadsheet which will be reviewed at the next meeting.

Marvin then led a discussion on possible mechanisms for thanking members of the Task Force for their diligence in taking on this assignment in addition to their other responsibilities. Several suggestions were made which will be considered at the conclusion of the program prioritization process.

The next regularly scheduled meeting of the Strategic Planning Task Force will be Tuesday, April 1, 2014 in the Academy Room.