

## Strategic Analysis Steering Committee Meeting Notes

**Date:** August 24, 2016. Meeting commenced at 10:00 am.

**Members Present:** Francisca Beer, Andrea Schoepfer, Ahlam Muhtaseb, Jeffrey Thompson, Shelby Reeder.

Materials Distributed:

- Agenda
- Faculty survey (draft)
- Goals
- Minutes from previous meeting (7/20/16)

**Chair:** Francisca Beer

**Topics Discussed:**

Minutes from 7/20/2016

Approval of the minutes postponed due to low attendance.

Student Survey Distribution

How and when to disseminate the survey was discussed and finalized. Graduate Studies will contact Graduate Coordinators and ask them to notify their students that a survey from Graduate Studies is forthcoming. Graduate Studies will write a template email for Graduate Coordinators to use. The survey will be sent to students by Graduate Studies via email the first week of the quarter; a reminder email will be sent the second week. The students will be given three weeks to complete the survey.

Strategic Analysis Document: Programs

Dr. Beer asked the committee for suggestions on how to best organize information on graduate programs. The information collected includes: admission criteria, graduation criteria, writing requirements, and data from self-study reports. The self-study reports include information on student learning outcomes, faculty, and resources. Most of the data for this section reflects the 2015-2016 academic year, with the exception of the self-studies; the rest of the document uses data from 2010 – 2014.

Dr. Schoepfer and Dr. Muhtaseb suggested adding an introduction, stating that this is the first time this type of analysis has been done, and the data used is that which was available. It is hoped that this analysis will be repeated and improved upon every five years.

It was also suggested that the information be organized chronologically, following the path of a graduate student pursuing a degree. Graduate Studies will write a draft to present to the committee.

Goals

The goals distributed previously were discussed and refined. The committee decided to reduce the number of goals from eight to five (some goals were combined, others were identified as possible objectives for goals). The current draft will be typed and distributed to the committee for further discussion. Dr. Beer requested that “graduate student success” and HIPS practices should be included in either the goals or objectives.

Dr. Muhtaseb reminded the committee that the audience needs to be defined, goals should be general and long-term, objectives should be measurable, deliverable, and include a timeline/deadline, and tactics should be the specific actions to reach the objectives and goals.

Consultant

The discussion was postponed due to lack of time.

**Summary of Action Items:**

- Graduate Studies will type the current draft of the goals and distribute to the committee for further review.
- Graduate Studies will organize the Program section of the analysis chronologically and provide a draft.
- The faculty survey will be discussed at the next meeting.
- The consultant will be discussed at the next meeting.

Meeting concluded at 11:00.