

Institutional Planning and Budget Council
January 12, 2005 - 3:00 p.m.
Jones Room

Present: Mr. Mark Anderson, Ms. Grace Fisher, Dr. David Fuller, Dr. Nancy Hall, Mr. Rick Hedberg, Ms. Cathy Horvath, Dr. Robert Kibler, Ms. Jolina Miller, Dr. Neil Nordquist, Ms. Chelsea Peterson, Dr. Beth Pross, Mr. Ron Royer, Mr. Jerry Stai, Ms. Betsy Vig and Ms. Deb Wentz

Absent: Mr. Randy Burckhard and Ms. Pam Hopkins

Agenda Items

1. Dr. Fuller called the meeting to order and welcomed members to the council.

2. **Review Discussion Materials**

Dr. Fuller reviewed the mission, processes and purpose of the council as outlined in the Draft document dated December 20, 2004.

Dr. Fuller summarized the handout “Shaping an Academic Strategy” which defines planning, including what is involved and how it relates back to the institutional plan.

3. **History of MSU Planning**

An outline of the history of planning at Minot State was distributed for review. The university has gone through various types of planning throughout the years and at present, we adapt our planning to those identified in the Cornerstone plans.

4. **Comments from Members**

Dr. Fuller shared some of the comments from council members regarding Minot State’s role, goals and challenges. Dr. Fuller commended the council members on the serious thought and insight that went into their comments, which will provide a good starting point in helping to achieve some of our goals.

5. **Information Requests**

The goal is to organize a Resource Room, ideally a web based program that council members can access and obtain all types of information that will be useful in planning strategies. Some examples include: historical budget information, enrollment reports, consultant reports, census data, Title III grant proposal information and State Board of Higher Education Accountability reports.

Council members are asked to compile lists of information that they would like to have access to so that all data is maintained in one area for easy access.

6. Focus Groups

Dr. Fuller has identified a total of 15 stakeholder groups for focus group sessions. These sessions will be held from now through April of this year with the goal of obtaining information to help assess strengths, challenges, and opportunities.

This is a primary focus of this council as we will need to identify participants, develop facilitator questions and procedures for conducting the sessions. Dr. Fuller asked each member to bring suggestions and recommendations to the next meeting so this process can begin

7. Adjournment:

The meeting adjourned at 5:00 PM. The next meeting is scheduled for February 9, 2005 at 3:00 PM. in the Jones Room.

Minutes Prepared and Submitted by Deb Wentz