

Institutional Planning and Budget Council
February 9, 2005 - 3:00 p.m.
Jones Room

Present: Mr. Randy Burckhard, Ms. Grace Fisher, Dr. David Fuller, Dr. Nancy Hall, Mr. Rick Hedberg, Ms. Pam Hopkins, Ms. Cathy Horvath, Ms. Jolina Miller, Ms. Chelsea Peterson, Mr. Ron Royer, Mr. Jerry Stai, Ms. Betsy Vig and Ms. Deb Wentz

Absent: Mr. Mark Anderson, Dr. Robert Kibler, Dr. Neil Nordquist and Dr. Beth Pross

Agenda Items

1. Dr. Fuller called the meeting to order.
2. Approval of Minutes
There being no changes to the minutes of the January 12, 2005 meeting, the minutes were approved as presented.
3. Additional Information and On-line Resources
The 2004 Fact Book was distributed to committee members as an information resource. Members are asked to provide a list of information they would like to have access to in helping to plan strategies.
4. Review of Faculty and Staff Comments from January 10th Meetings
A handout containing the comments from faculty and staff at the January 10th meetings was distributed. These will be useful in identifying some key areas to focus on in developing a strategic plan.

The committee requested that they also receive the comments that were obtained at the fall Convocation to see how they compare after a semester has passed. These will be emailed to the committee.

The committee also felt it would be beneficial to solicit comments from students as well. Maybe a web based survey could be developed to obtain their input.

5. Focus Groups
Dr. Fuller reviewed the general purpose of the focus groups and outlined processes on how we could conduct our sessions.

Dr. Fuller asked the committee if there were any additional groups we should consider in addition to the 15 original groups identified. The committee felt it would be valuable to gain information from area high school students, guidance counselors and foreign students. Information could be obtained

either through a focus group session or surveys. Ms. Miller suggested that the TEGRITY system could be used for conducting foreign student sessions.

Additionally, the committee would like to hold several Community focus sessions where we would travel to surrounding communities and involve a much broader participant base. Many possible communities were identified in addition to the Minot Air Force Base.

Outlying communities will be looked at in the coming months. Right now, we will focus on those that were originally identified and start to get them completed over the next few months.

A tentative calendar listing possible session dates in March was distributed with the request that everyone email Deb W. with their availability for their assigned sessions so plans can begin to organize and schedule these sessions.

Dr. Fuller explained the group assignments and tasks for each team. Team members are asked to get together and determine possible, date, time, participants and questions for their particular focus group session and report back at the next meeting.

6. Next Meeting

The meeting adjourned at 4:30 PM. The next meeting is scheduled for March 2, 2005 at 3:00 PM. in the Jones Room.

Minutes Prepared and Submitted by Deb Wentz