



Guest: Vicki Michels

Meeting Minutes

- Next meeting: October 5, 2020 at 1 p.m. with HLC
October 27, 2020 at 2 p.m.

Criterion 5. Resources, Planning, and Institutional Effectiveness

The institution's resources, structures, and processes are sufficient to fulfill its mission, improve the quality of its educational offerings, and respond to future challenges and opportunities. The institution plans for the future.

Core Component 5.C. The institution engages in systematic and integrated planning.

1. The institution allocates its resources in alignment with its mission and priorities.
2. The institution links its processes for assessment of student learning, evaluation of operations, planning, and budgeting.
3. The planning process encompasses the institution as a whole and considers the perspectives of internal and external constituent groups.
4. The institution plans on the basis of a sound understanding of its current capacity. Institutional plans anticipate the possible impact of fluctuations in the institution's sources of revenue, such as enrollment, the economy, and state support.
5. Institutional planning anticipates emerging factors, such as technology, demographic shifts, and globalization.

HLC Action Item 10. Provide two complete cycles with clear evidence that it consistently and systematically links its planning process, assessment of student learning, and budget prioritization. Further, the institution must take steps to establish appropriate policy to assure that the process is systematic and sustainable beyond current personnel, who have institutional history and know how the system works. (5.C)

Steps Taken:

- 1) Strategic Planning & Budget Council guides revisions to the campus-level strategic plan, assesses progress, and makes reports available to public and campus
- 2) 2016-2017 VPAF developed budget workbooks for departments and units to document resource requests
- 3) Yearly Program Assessments are completed by program faculty; student learning outcomes are analyzed and aligned with resource requests.
- 4) Department chairs annually complete budget workbooks which tie requests to learning outcomes and strategic plan and priorities.
- 5) Co-curricular programs in Fall of 2020 will base needs on newly devised assessment plans and data collection and will utilize the assessment results to prioritize resource needs and complete budget workbooks
- 6) Budget Workbooks are then submitted to appropriate vice president and archived in the VPAA's SharePoint
- 7) Academic department chairs, co-curricular program directors, and non-academic units then present budget priorities to an audience made up of the Strategic Planning and Budget Council, the President's Staff, and others who wish to attend
- 8) Strategic Planning and Budget Council adjudicates the requests based upon a standard scoring rubric and submits its recommendations to President's Staff
- 9) President's Staff selects the requests to fund
- 10) President Shirley presents the decisions to campus
- 11) Two full cycles of these described steps have been completed (2019-2020/2020-2021)

Potential HLC Questions for President, President's Staff, and VPAF

1. Describe how faculty, staff, students, and external constituents are involved in the process of determining budgeting priorities.
2. Outside of the workbooks and presentations, how are those constituency groups represented throughout this process?
3. Describe how faculty, staff, students, and external constituents are informed about the budgeting decisions and the rationale for the decisions.
4. Describe how the process developed assists the campus in making budget adjustments to meet changing demands and constraints across campus (i.e. changes in student enrollment, interest areas, state support, economy, technology needs, globalization, etc.).
5. Describe the plan to develop a process in which the entire campus (faculty, staff, and students) are involved in allocation of the entire campus budget.
6. Describe how the current budget plan assists the campus in reaching its mission and goals outlined in the strategic plan.
7. How are external constituency groups included in the described steps?
8. Describe how the process has improved understanding of the campus as a whole.
9. Describe how the process has improved decision making, learning outcomes, movement toward strategic goals, and sustainability.

SPBC Potential Questions

1. Describe your role in the budget process for Minot State University.
2. Describe your process in adjudicating and prioritizing the campus departments and units' budget requests.
3. Were your recommendations given serious consideration by President's Staff?
4. Describe what you learned through the process about the campus

2020 HLC Focused Visit Page:

See the full report and links to evidence for each of the 10 action items here:

<https://www.minotstateu.edu/accreditation/2020.shtml>