

Minot State University
Strategic Planning and Budget Council
January 16, 2018
Meeting Minutes

Committee Members: Laurie Geller (Chair), Brent Winiger, Kevin Harmon, Andy Carter, Jacek Mrozik, Cari Olson, Teresa Loftesnes, Katie Tyler, Mike Linnell, Annette Mennem, Jay Wahlund, Linda Cresap, Ann Beste-Guldborg, Warren Gamas, DeVera Bowles, Nicole Thom-Arens, Haokun Yang, Aaron Richard

Agenda

1. Discussion of Goal 3.

The group discussed and edited part of goal 3. See attached revised document.

Goal	Committee Members
1. Meet the educational needs of the local, regional, national, and global communities. Keywords: <i>academic programs, educational needs, curricular and co-curricular programming</i>	Laurie, Warren, Jacek
2. Recruit, retain, and value well-qualified students, faculty, and staff. Keywords: <i>recruitment, retention, recognition, professional development</i>	DeVera, Katie, Brent
3. Create an institutional environment that supports student, faculty, and staff success. Keywords: <i>student services, academic services, retention and graduation rates, technology, external funding/grants, research, diversity, equity</i>	Annette, Cari, Linda
4. Promote and support the well-being of students, faculty, and staff, enabling them to address challenges across generations. Keywords: <i>campus life, health and wellness of all types, balance</i>	Jay, Aaron, Teresa
5. Foster and grow collaborative partnerships locally, regionally, nationally, and globally. Keywords: <i>partnerships (P-12, higher ed, community), alumni, relationship-building</i>	Ann, Kevin, Haokun
6. Promote and recognize commitment to public service. Keywords: <i>service, volunteer, host activities and events (arts, athletics, academics, etc.), community</i>	Andy, Mike, Nicole

Goal 3: Create an institutional environment that supports student, faculty, and staff success

Objective 1: Provide support and institutional resources to accommodate all learners.

Action Item 1: Increase and/or adjust [Enhance] the range of student academic and counseling support services, and widen access to them for all students.

Steps	Resources/Information Needed	Responsibility	Timeline
<p>Academic Support Services:</p> <ol style="list-style-type: none"> Investigate current services, determining gaps in subject areas and areas where needs may not have been met. Determine where/how all academic services are housed and accommodated. Create proposal to adjust current services based on data. Adjust resources to support new plan. 	<ul style="list-style-type: none"> Current services; location; services offered Usage data for each service – determine what is being used and the effectiveness of the service 	<ul style="list-style-type: none"> SPBC sub-committee SPBC sub-committee Academic Support Service areas <ul style="list-style-type: none"> Disability Student Support Services CETL POWER Career Services International Student Services President, VPAA, VPFA 	
<p>Counseling Support Services:</p> <ol style="list-style-type: none"> Review findings from past surveys, continue to investigate current services, determining areas with high demand, needs not met, expertise available vs. needs. Ensure current <i>all (current and new)</i> full-time and part-time staff qualifications and licensures. Review current agreements and collaborations with local health agencies. Create proposal to adjust current services based on data. Secure agreements with local health agencies as needed. Provide plan for supporting student access to needed services. 	<ul style="list-style-type: none"> Current services offered Survey of clients to determine needs met/not met Usage data Credentials of current staff 	<ul style="list-style-type: none"> Wellness Center Director Student Development and Health Services Director(s) 	

g. Adjust resources to support new plan.			
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Action Item 2: Ensure the library can meet the academic needs of the campus.

Steps	Resources/Information Needed	Responsibility	Timeline
a. Survey faculty, staff, and students to determine needs; request areas prioritize their needs. b. Review and establish price points for requests c. Establish short-term and long-term plans for addressing campus needs based on data.	<ul style="list-style-type: none"> Survey of actual library usage (data and use) and needs Student usage data 	<ul style="list-style-type: none"> All steps: Library Staff 	

Action Item 3: Develop and implement a plan to update all classroom space and technology on a rotating basis.

Steps	Resources/Information Needed	Responsibility	Timeline
a. Conduct physical inspection of all classroom technology and space, noting current needs. b. Survey faculty regarding their classroom instructional needs. c. Create technology templates for different types of classrooms. d. Create update schedules for each type of classroom. e. Determine schedule of physical updates to classrooms, with priority to those needing least expensive cosmetic updates due to budget limitations. f. Establish a campaign to freshen up the campus, inviting student groups and classes to volunteer for classroom updates (painting, for example). Could even have a competition. g. Determine schedule of physical updates to classrooms needing minor to major renovation, including cost estimates.	<ul style="list-style-type: none"> Inspection of classrooms, inventory of current technology in classrooms; usage, needs to meet usage. Survey of faculty classroom needs. Survey students for classroom space and technology needs. Facilities (?) list of classroom physical updates (paint, furnishings, carpet, etc.). Budget allocations See Goal Two, action item 	<ul style="list-style-type: none"> Steps a-b: SPBC sub-committee Steps c-d: IT Central Step e: Facilities, VPAA, VPFA Step f: VPAA/CETL/SGA Step g: Facilities, VPAA, VPFA 	

Objective 2: Improve student retention and graduation rates.

*Action Item 1: Enrich academic advising, mentoring, and new **student** programming for students.*

Steps	Resources/Information Needed	Responsibility	Timeline
Advising and Mentoring: <ol style="list-style-type: none"> Develop and implement a plan to shift colleges to centralized academic advising. Shift faculty to career mentoring role. Expand opportunities for peer mentoring into lower level courses other than UNIV. 	<ul style="list-style-type: none"> Faculty buy in Staff (academic advising) Additional peer mentoring staff/reallocation of funds for peer mentors Feedback on current peer mentor effectiveness 	<ul style="list-style-type: none"> VPAA, chairs in CEHS and CAS Chairs, CEHS and CAS Chairs, VPAA 	
New Student programming for [undergraduate?] students: <ol style="list-style-type: none"> Include student led sessions in Be in the Know Expand University Communication to students to include Instagram, Snapchat, and/or text notifications. 21st Century Workforce Address student retention in years 2 and 3 NSO, PTO, Welcome Weekend (New Student Convocation) <ol style="list-style-type: none"> Fall intake Spring intake Transfer students Online students/distance students 	<ul style="list-style-type: none"> Oversight for social media Review data pertaining persistence rates <ul style="list-style-type: none"> Admit type Enrollment status Many variables can affect retention, look for patterns to help determine strategies 	<ul style="list-style-type: none"> SGA Marketing University Communications CETL Career Services Retention Committee 	
Consider programming for graduate students? <ol style="list-style-type: none"> Orientation for International graduate students 		<ul style="list-style-type: none"> Graduate School International Office 	

***Add graduate assistantships to retention and recruitment for graduate students (Goal 2)**

Action Item 2: Enhance career services and increase meaningful experiential opportunities. (meaningful experiential opportunities also discussed in Goal 6, not covered in Goal 3)

Steps	Resources/Information Needed	Responsibility	Timeline
<ol style="list-style-type: none"> Examine role of Career Services at institutions similar to Minot State. Create a plan to update MSU career services based on other institutions' offerings. Consider relocating Career Services to the CETL office to provide better transition for students. 	<ul style="list-style-type: none"> Survey or web observation of CS at other institutions 	<ol style="list-style-type: none"> Career Services Career Services/CETL VPAA, VPSA, CETL, Career Services 	

Action Item 3: Streamline and centralize student success services. *(Academic Support Services consolidation is also addressed in Goal 2)*

Steps	Resources/Information Needed	Responsibility	Timeline
<p>a. Define student success services; inventory current services and offerings.</p> <p>b. Determine current and needed expertise for student success services.</p> <p>c. Examine current job descriptions; update and combine where possible.</p> <p>d. Establish centralized location for Student Success Services, and relocate all services to one building/area. (One-stop Shop[s])</p> <p><i>Student Support Services</i> Enrollment Services, Registrar’s Office, Financial Aid, Business Office</p> <p>Student Health Center, Wellness Center, Veterans Center, Lutheran Campus Ministries, Multicultural Center, International Programs, Native American Center, Student Activities (M Life), Student Government Association, Residence Life</p> <p>CETL (Peer Mentors, New Student programming and first year experiences)</p> <p><i>Academic Support Services</i> Advising, tutoring, Career Services/Student Success Center, POWER, Writing Center, Disability Student Services, Testing Center</p>	<ul style="list-style-type: none"> • Current services offered • Survey students for service needs • Compile data of student usage of services • Review final report of ad-hoc committee on consolidating academic support services • Job descriptions of student services personnel • Floor plan of possible areas for relocation—look for minimal renovation needs. • Review best practices. 	<ul style="list-style-type: none"> • Steps a and b: SPBC sub-committee • Step c: VPAA, VPSA, area leaders • Step d: President’s Staff, area leaders, facilities 	

Action Item 4: By 2023, attain graduation rate of 50% and retention rate of 80%. *(some additional retention steps addressed in Goal 2)*

Steps	Resources/Information Needed	Responsibility	Timeline
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<ul style="list-style-type: none"> a. Establish volunteer committee of faculty and staff to activate during registration periods and contact students to encourage and assist in registration. b. Create program for stopped-out students: <ul style="list-style-type: none"> a. Provide peer mentors b. Provide incentives for return to complete c. Establish academic success plan c. Create cohort options, such as living-learning communities, for campus and off-campus students. d. Offer concentrations in condensed sessions: Summer sessions, including May-mesters, Night classes—8 week, two semesters. e. Complete comprehensive online programming. ----- f. Review and revise process for recruit back strategies. g. Identify retention strategies specific for Minot State. h. Identify and implement effective pedagogy to retain students. i. Implement Financial Aid counseling, financial planning for students 	<ul style="list-style-type: none"> • Faculty and staff volunteers for reaching out to students • Financial Aid resources for incentives for recruitment • Funding for concentration offerings in condensed sessions • Departments should review PAR data • Best practices and literature for retention practices • Financial aid staff and resources? For step i. 	<ul style="list-style-type: none"> a. VPAA, chairs b. VPAA, chairs, Financial Aid, Registrar, Advisor(s) c. VPAA, VPSA, Residence Life, CETL, chairs d. Chairs • Retention Committee 	
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Make Minot and Minot State as a destination;
Increase engagement activities and make sure departments on campus provide access when needed
-Potentially goal 4

***Where does Prior Learning Credit for new students fit in the strategic plan?**

Objective 3: Design, implement, and support technology resources to ensure security of data and the physical plant.

Action Item 1: Cooperate with NDUS to increase campus data security and integrity.

Steps	Resources/Information Needed	Responsibility	Timeline
<ul style="list-style-type: none"> a. Continue and increase current practices aligned with NDUS policy: Dual authentication IT phishing and scam messages b. Provide Be in the Know sessions for campus information—current policies at state and local level, examples of issues, what to do, etc. c. Provide monthly or semi-monthly e-flyer on data security and integrity issues. 		IT Central Marketing, IT Central Marketing, IT Central, BIT or CSCI Faculty	

Action Item 2: Increase student access to study resources.

Steps	Resources/Information Needed	Responsibility	Timeline
<ul style="list-style-type: none"> a. Investigate current study area access hours and after hour building policies and practices. b. Survey student needs for study access. c. Using data, recommend revisions to after hour building access policies and practices. d. Approve updated access policies and practices. e. Install card access to all buildings and rooms for students' after-hour access. 	Current hours, policies for all study spaces Data on usage of current study spaces Survey of student study area access needs	Steps a-c: SPBC sub-committee, facilities Buildings, facilities, VPFA, security VPFA, facilities	

Action Item 3: Expand use of existing technologies to reduce student fees and multiple logins.

Committee recommends elimination of this Action Item. Item was included as a response to one student's concern about having logins for both Blackboard and a course-specific program. NDUS uses one login/password system now.

Action Item 4: Automate common workflow processes to increase efficiency and reduce paper processes.

Steps	Resources/Information Needed	Responsibility	Timeline
<ul style="list-style-type: none"> a. Determine current paper processes b. Establish revision plans. c. Secure necessary software for new processes (example—VPAA needs software to automate Faculty Load Reports) d. Assess success of conversion to electronic processes 	Survey of campus units to determine paper processes; data regarding usage of each paper process to determine feasibility of automation	SPBC subcommittee, units Units VPAF, units Units	

Objective 4: Empower students, faculty, and staff to seek and secure funding.

Action Item 1: Reinstate the Office of Sponsored Programs.

Steps	Resources/Information Needed	Responsibility	Timeline
<ul style="list-style-type: none"> a. Investigate interest in and potential for SP office. b. If supported, create part-time position for SP director—50%? 	Survey of campus to determine interest, potential services, use	SPBC or VPAA President’s staff	

Action Item 2: Implement incentive program for faculty, students, and staff securing external funding

Steps	Resources/Information Needed	Responsibility	Timeline
Based on Action Item 1, assign this task to the SP director.			

Action Item 3: Increase public awareness of current research and scholarship.

Steps	Resources/Information Needed	Responsibility	Timeline
<ul style="list-style-type: none"> a. Create online repository for faculty/staff/students to post success; University Communication (UC) can access this information for stories. b. Suggest similar process be implemented at state level. 		University Comm. ??	

Action Item 4: Establish MSU Research Center of Excellence

Committee recommends tabling until Action Item 1 is in place and/or funding situation is stable.

Objective 5: Expand an environment that values and supports diversity.

Action Item 1: Analyze salary equity and address the findings.

Steps	Resources/Information Needed	Responsibility	Timeline
<ul style="list-style-type: none"> a. Analyze salary equity on campus, state, regional, and national basis. b. Share findings in campus forum and through written reports. c. Assign sub-committee to research solutions to inequities if they exist. d. Share solutions and recommendations. 	Access to salary data	Steps a-d: SPBC sub-committee	

e. Assess recommendations based on current and future budget projections. Adjust.		President's staff	
f. Create plan to implement recommendations		SPB	

Action Item 2: Extend diversity and inclusion awareness for campus community.

Steps	Resources/Information Needed	Responsibility	Timeline
a. Inventory current diversity committees/councils/groups and their activities. b. Create umbrella organization—Diversity Council—to oversee all diversity groups identified in a. c. Reinstate the Campus Climate Survey (analyze and share information; create action plan based on results). d. Align MSU activities with state initiatives as advertised on the soon-to-be developed state website of diversity events.	Current groups and their services and activities; student involvement data	Steps a-d: Diversity Council	

Action Item 3: Expand curricular and co-curricular diversity initiatives.

Steps	Resources/Information Needed	Responsibility	Timeline
a. Increase involvement at campus diversity events (HOW?) b. Incorporate diversity awareness into UNIV (assignments to attend event or mini-projects) c. Request all units have an annual diversity goal in their planning.	Data from current events	UNIV instructors, CETL President's staff, unit directors, chairs	

Action Item 4: Strengthen policies and options for inclusive housing and resident life programming.

Steps	Resources/Information Needed	Responsibility	Timeline
a. Investigate and discuss options for increasing inclusiveness and acceptance of inclusiveness in residence halls. b. Evaluate and update policies to align with inclusiveness practices.	Policies from other campuses	Steps a-b: Residence Hall director, Diversity Council, Title IX	

c. Encourage residence life programming to collaborate with curricular and co-curricular units' activities and events.		Residence Hall activities directors, units and chairs	
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