Meeting Minutes
Attendees: Lawrence Cunningham, Daniel Gavin, Caroline Hayes, Cara Heiden, Suzanne Hendrich, Letitia Kenemer, Tera Lawson, Emma Molls, Julie Nuter, Keith Robinder, Lori Stone, Marlene Strathe, Stacey Weber-Feve
Excused: Jeff Johnson, David Kingland
Absent: Dong Huanjiao, Lori Stone

Introductions:
All subcommittee members introduced themselves to begin the meeting. Keith Robinder shared the names and affiliations of those members not in attendance. Robinder reminded everyone that the subcommittee membership was intentional and that all members should be mindful of representing and engaging their constituent groups.

Committee Charge:
Marlene Strathe summarized the charge of the sub-committee. Strathe indicated that our subcommittee is unique. In particular: we get to be creative and innovative; and because of our charge to refer ideas to the other subcommittees our timeline is condensed. Strathe noted that our report is due January 22, 2016; therefore we will be wrapping up by mid-January.

Strathe also reminded members who may not have attended the recent open forums that as a part of this strategic planning effort our institutional mission and vision will not changed. We are not tasked with rethinking these guiding statements. Further, as indicated in the charge to the subcommittee the four priorities identified by President Leath in his inaugural address remain. We also need to be mindful of the Iowa State Board of Regents priorities in order to align our plans.

Open Forums:
As a part of the process the steering committee has held to open campus forums to engage the campus in the strategic planning process. Strathe summarized the forum that occurred on November 18, 2015; and Robinder summarized the forum that occurred on December 1, 2015.

The subcommittee discussed the charge, the campus feedback from the forums, the timeline for completing the tasks ahead, and the need to engage our constituent groups in the process. Suzanne Hendrich raised a question about the current timeline related to engaging faculty and students in the process. Robinder shared that the sub-committee will need to work within the timeline established by the president and the steering committee, and would share the concerns to encourage engagement as the process proceeds.

During the conversation several ideas emerged. Strathe shared that as she has reviewed the sub-committee charge the strategic planning process she has identified that the following potential gaps: emphasis on the arts, humanities and human sciences; infrastructure to support interdisciplinary practice; and wellness and quality of life. Tera Lawson shared that the current plan lacks direction for staff in particular; particularly related to career advancement and staff satisfaction and retention. Caroline Hayes commented on the value of focusing on quality of life beyond the student experience and campus environment subcommittee areas. Stacey Weber-Feve added that family policies for faculty, staff and students need improved. Robinder commented that these ideas were aligned with the goals of the sub-committee charge and asked everyone to bring similar ideas forward as we proceed.
Structure:
Robinder proposed the following structure. The committee will meet weekly on Wednesdays. To meet our fast track timeline, the group recommended expanding the meeting time 11:30 AM – 1:30 PM with recognition that some members may need to arrive late and/or leave early. We will send out a meeting invite for the following meeting dates: 12/9; 12/16; 1/6; 1/13; and 1/20. Location TBD.

For the upcoming meetings, the following agenda will be followed.
- 12/9: review information on website and CyBox
- 12/16: Develop lists of creative opportunities
- Winter Break – further vetting and research of key ideas
- 1/6: review ideas and determine what ideas have most merit, and where ideas align with subcommittees.
- 1/13: verify creative ideas have been assigned to subcommittees; draft report.
- 1/20: finalize report due 1/22

Robinder encouraged everyone to review the content on the website and in CyBox prior to next week’s meeting. Lawson suggested we set up a Google.doc to facilitate communication and collaborative work. The group agreed this would be helpful. It was also recommended that we request a subcommittee folder in CyBox for any additional documents or resources we need to reference or create as we proceed. Robinder will make this request.

Document Review:
Subcommittee members who were present volunteered to review in greater depth one of the documents in CyBox prior to the next meeting on 12/9 and provide a brief summary for the others. Robinder indicated he would ask those not present to also review one of the documents. (See roster below for these assignments.) To guide this review the committee agreed on the following questions framework.
- Look for any gaps that may be missing in the work that has already been done.
- Identify any campus/community/societal trends in the reports or other resources that Iowa State is positioned to effectively address.
- Think big and bold to focus on broad strategic priorities rather than specific details.

Document review assignments:
- ISU Student Experience Enhancement Council Report.2015 – Letitia Kenemer
- ISU COACHE Executive Summary 2013-2014 – Caroline Hayes
- TIER Efficiency-Enrollment Mgmt & E-learning.Oct2015 - ________________
- ISU Econ Dev Report for Board of Regents.2015 – Lawrence Cunningham
- Indicators by College 10-28-15 - ________________
- University Innovation Alliance Vision Prospectus.2014 – Stacey Weber-Feve
- ISU University Priorities for Guiding Budget Planning (2010-15) - ________________
- ISU Assurance Argument (HLC Self Study).2015 – Marlene Strathe
- Board of Regents Metrics (see pgs 6-8) – Dan Gavin
- TIER Phase 1 Update.June 2014 - ________________
- President Leath’s Installation Address – Julie Nuter
- ISU Enhancing Institutional Excellence.2014 – Cara Heiden
- ISU Status of Women.2014 – Tera Lawson
- ISU Diversity Audit.2013-14 – Keith Robinder