

**2024-2029 STRATEGIC PLAN STEERING  
COMMITTEE MINUTES OF THE MEETING -  
APRIL 14, 2023 9:00AM  
LAURA M. HARRISON HALL  
CONFERENCE ROOM**

The UNA Strategic Plan Steering Committee met at 9:00am on Friday, April 14, 2023, in the Laura M. Harrison Hall Conference Room (244). The following members were present: Brian Ford, Ning Wang, Amber Sandvig, Minnette Ellis, Jason Watson, Janae Lyde, Joel Anderson II, Barbie Terry, Cheryl Price, Larry Bowser, Melissa DeFoor, Catherine White, Amber Fite-Morgan, Julie Taylor. Dr. Ron Patterson and Dr. Laura Williams, co-chairs, presided. President Kitts and Provost Alexander attended to provide the welcome and remarks.

**I. Call to order**

Dr. Ron Patterson called the meeting to order at 9:02am.

**II. Welcome – President Kitts**

President Kitts welcomed and thanked the committee for their service. He stated a summarization of the charge for the committee and the importance of this initiative to the university and its future. 1. Oversee development of strategic plan that fits UNA. We want you to devise a plan that reflects all that is wonderful about UNA, plays to our strengths and challenges us. 2. Please draw from the success of our current plan, “Roaring for Excellence.” It expires in 2024. Many of the themes within the current plan remain relevant today. 3. Embrace the idea that it’s your responsibility to keep this process in front of the campus community and stakeholders. If we can keep everyone aware – that’s how we will get broadly based participation and input. 4. Have fun!

**III. Remarks – Ross C. Alexander, Provost and Executive Vice-President for Academic Affairs**

Provost Ross Alexander provided brief remarks regarding his approval of each member of the committee and thanked everyone for serving. Provost co-hosted the production of the current strategic plan. He encouraged a plan that is clean, simple, and actionable.

**IV. Approval of Agenda**

Approved by all members present. Motion by Jason Watson, second by Barbie Terry.

**V. Introductions**

Each committee member introduced themselves to the committee.

**VI. Charge of the Committee**

Dr. Laura Williams reviewed the charge of the committee while emphasizing the importance of face -to -face interactions while modeling transparency throughout this process. We will have a Strategic Plan Steering Committee webpage/course in Canvas. We will also have a Qualtrics survey available to those who wish to contribute anonymously. All information, results, etc. will be shared on the Canvas Steering Committee course page.

**VII. Strategic Plan Process**

Constituent groups (list of these are contained in folders given out prior to the start of the

meeting) will be pre-assigned if possible and a link to a Google Doc will be sent to you listing which member is assigned to which group and for you to sign up for a group should you need to. Data from constituent group meetings will always be posted on the Strategic Plan Steering Committee course page. Themes will be presented to the Board of Trustees in December 2023 for approval and implemented in January 2024. In your folders, there is a page that defines this whole process.

#### **VIII. Timeline**

Timeline (handout provided in your folder) was reviewed. We are keeping the timeline the same as last time as it worked well. We combined the initial meeting and committee training for the first meeting (April 14, 2023). See handout for the tentative timeline.

#### **IX. Open-Session and Closed-Session Meetings**

The monthly Steering Committee meetings will be closed-session meetings. Motion by Jason Watson, approved by entire committee. Any constituent meetings are open to all constituents.

#### **X. Paired Conversations**

Committee members were grouped in pairs and asked to brainstorm ideas for what this process would yield for the university based on the question:

What hope or aspirations do you have for UNA?

Results of the brainstorming session can be viewed on the committee website.

#### **XI. Accomplishments**

Committee members were grouped in one of four groups and asked to brainstorm ideas for what accomplishments at UNA has experienced over the last five years. What are things now that we consider our many accomplishments? Document those. Also list things that we would aspire to do better and/or differently. Document those. This helps us learn about our institution and our successes. Reviewed responses from all groups and selected top choices/most important. Committee member results are posted online.

#### **XII. Cascade Design**

Cascading Agreement Design reviewed. The goal is to create working agreements, or ground rules, to guide our work. The resulting agreements will enable us to work effectively and efficiently. Committee members paired into groups to develop their top three working agreements/ground rules. Committee member results are posted online.

#### **XIII. Carousel Design**

Carousel Design/SWOT Analysis reviewed. The design is transparent, ideas are shared openly, and no one can control the outcome. Strengths, Weaknesses, Opportunities, and Threats/Challenges (over the next 5-10 years). Materials (questions, markers, flipcharts, etc.) will be provided by the DEI Office. Please contact Allison Hyde at the DEI Office to schedule a pick-up time for these materials. We will do these throughout the Summer of 2023. Committee member results are posted online.

#### **XIV. Questions**

- Clarify the constituent groups (Foundation, Alumni, etc.). Dr. Laura Williams will confirm/clarify constituent groups with President Kitts and get back with the committee.
- Add Campus Diversity Liaison group to list of constituents.
- If there is anyone else that we need to add, please let Dr. Williams know.

#### **XV. Adjourn**

The meeting adjourned at 12:10pm. A make-up meeting will be provided for those members who could not attend today. Doodle polls will be sent to establish dates for the May, June and July monthly meetings.