



UNIVERSITY
of HAWAI'I®

HILO

STRATEGIC PLANNING PROGRESS REPORT: MAY 21 – MAY 31 2011

This final progress report summarizes main outcomes relating to strategic planning from May 21st – May 31st 2011, and provides a brief overview of next steps relating to the approval and implementation of the final draft of the strategic plan. Minutes and papers of all strategic planning committee (SPC) meetings are available on the strategic planning website at:

<http://www.uhh.hawaii.edu/strategicplan/strategicplanningcommittee.php#Meetingschedule>

During the period covered by this report, SPC meetings were held on May 25th and 27th. The meetings focused on finalizing the strategic plan, seeking endorsement from the three governance/advisory bodies represented on the committee, and agreeing on implementation recommendations and progress indicators to recommend to the Chancellor.

Endorsement from governance/advisory bodies

- The strategic plan was formally endorsed by the three governance/advisory bodies represented on the committee – Faculty Congress, Hanakahi Council and the UH Hilo Students Association.

Final refinements to the strategic plan

- The committee made some grammatical and structural refinements to the strategic plan before recommending it to the Chancellor. These included things like ensuring consistent and appropriate use of 'okina's, restructuring long sentences, and ensuring appropriate English translation of Hawaiian words/phrases. No substantive changes were made. For a summary of the amendments please see:

<http://hilo.hawaii.edu/strategicplan/documents/SummaryofAdjustmentsMadetoStrategicPlanPostEndorsement.pdf>

Progress indicators

- The committee developed progress indicators for the plan as a whole and for the goals/actions to help support implementation by monitoring progress. These are currently being considered by the Chancellor and are not yet publicly available. The committee developed the draft indicators recognizing that further development will be required following discussion with relevant groups. It is important to note that some progress indicators need to be developed with those directly involved in implementing particular actions so those such indicators will remain draft and continue to be developed over time.

Implementation recommendations

- Part of the committee's charge was to provide implementation recommendations to the Chancellor. The committee identified several areas to consider to ensure effective implementation of the strategic plan. These elements included:
 - Ensuring that financial and human resources are matched to the strategic plan.

- A mechanism for coordination, monitoring and review of the strategic plan and its implementation so that the university can keep track of progress and identify when actions have been achieved.
- Demonstrating accountability for and leadership of the strategic plan by the administration and action ‘facilitators’ (i.e. those people/groups who will be identified as having particular responsibility for progressing a particular action).
- Engagement of stakeholders throughout implementation and encouraging individuals to identify the contributions that they can make towards the plan.
- The importance of relevant and effective communication concerning the implementation process so that people can see that progress is being made.
- Identification of actions that could be progressed relatively quickly (low-hanging fruit) to demonstrate that implementation is taking place.

Recommendation to the Chancellor

- On Tuesday, May 31st 2011, the committee recommended to the Chancellor the following:
 - Final draft of the 2011-2015 UH Hilo Strategic Plan
 - Overall progress indicators
 - Draft Action progress indicators
 - Implementation recommendations
- For a copy of the final draft of the strategic plan please visit: www.hilo.hawaii.edu/strategicplan/finaldraft

Next steps

- Board of Regents approval – the Chancellor will be liaising with the UH system President to invite her to recommend UH Hilo’s strategic plan to the Board of Regents for their ‘approval in principle’. This is the expected course of action for the approval of any strategic plan from universities and community colleges within the UH system. It is anticipated that the BoR will be invited to approve in principle the plan this coming fall. *Until that point, the university will be using the plan as a working document to help inform decision making, resource allocation and unit planning.*
- Launch of the strategic plan – the Chancellor will formally launch the strategic plan at the start of the fall semester.
- Implementation process – the challenge now is to put the plan into action. Work will be taking place over the summer among the university’s leadership to put in place implementation processes across the university. More detail on implementation plans will be issued at the start of the fall semester.

The Committee’s charge is complete

- In recommending the strategic plan, draft progress indicators and implementation recommendations to the Chancellor, the SPC has now completed its charge.
- We would like to thank *everyone* who has given their time and insights through all of our consultations and other activities to help us develop this plan. It is a plan for our entire university, for each of us. Mahalo.