STRATEGIC PLANNING BIMONTHLY PROGRESS REPORT: NOVEMBER 3-19 2010

The following report summarizes main outcomes relating to strategic planning from November 3rd to November 19th 2010, and a brief overview of planned future activities/strategic planning committee meetings.

Preplanning/listening tour

- The listening tour has now finished and all notes from all sessions held are available on the strategic planning website at www.hilo.hawaii.edu/strategicplan/preplanning. Thank you to all who participated.

SPC chair and principles of planning

- The SPC elected Kelly Burke (College of Business and Economics) as the chair and this selection was endorsed by Chancellor Straney. The vice-chair is Marcia Sakai as the executive representative.

- The SPC is committed to undertaking its work with fairness and transparency. The process of development of the plan will be consensus-driven and evidence-based.
  - To support the commitment to transparency, all SPC meeting agendas, papers and minutes will be made available on the strategic planning website.

Update from meetings held

During the period of this report, SPC meetings were held on November 3rd (first meeting) and November 17th. Frequency of meetings will usually be weekly from now on. These meetings mainly focused on laying the foundations for planning, where key issues discussed included:

- The committee’s charge – including, roles, responsibilities, and the broad process and timetable.
  - The committee recognized that the timetable for planning as set out in the charge is a guide and therefore flexible, with the only fixed deadline being that of May 2011 for recommendation of the strategic plan to the Chancellor.
  - The committee noted that they have several key milestones to meet – the first of these being to revise UH Hilo’s mission and vision.
• What strategic planning is and what it is not.
  o These definitions, as developed by the committee itself, are available on the strategic planning website at www.hilo.hawaii.edu/strategicplan

• The broader context within which strategic planning at UH Hilo will be taking place – including national, state and UH System-wide initiatives (e.g. budget-linked performance targets) – and the importance of ensuring that UH Hilo’ strategic plan reflects these broader initiatives where appropriate.

• Draft communications strategy
  o The committee recognize the importance of effective and active communication throughout the planning process. The committee will finalize the communication strategy at their Nov 23rd meeting and will post it to the website.

• Becoming familiar with a significant amount of evidence – from the preplanning initiative and other resources. It is important that the committee does this before significant discussions about mission and vision take place.
  o The committee is currently undertaking an exercise to analyze the outcomes of the listening tour. Outcomes of which, bringing in also outcomes from other evidence, are to be discussed at the Dec 1st SPC meeting.
  o They are receiving presentations from the Institutional Research Officer on key quantitative data such as National Survey of Student Engagement results, UH Hilo graduation rates, retention rates, enrollment, diversity profiles etc.

Forthcoming Meetings/Planned Activities

• Mission and vision
  o The committee’s main focus over their forthcoming meetings will be to redevelop UH Hilo’s mission and vision.
  o It is anticipated that the committee will develop some suggested directions for the university’s mission and vision, based on the preplanning and other relevant evidence, and come back to the campus and community from mid-December through into January for consultation. There will be an online consultation from mid-December to mid-January, and ‘town-hall’ meetings for broad stakeholder groups in mid-January. The SPC is working with faculty congress to update and seek faculty input at the faculty retreat on January 7th. Information on this consultation will be issued to the campus and community in due course.