STRATEGIC PLANNING BIMONTHLY PROGRESS REPORT: NOVEMBER 20 – DECEMBER 3 2010

The following report summarizes main outcomes relating to strategic planning from November 20th to December 3rd 2010, and a brief over of planned future activities/strategic planning committee (SPC) meetings. Full minutes and papers of all meetings are available on the strategic planning website at [www.hilo.hawaii.edu/strategicplan](http://www.hilo.hawaii.edu/strategicplan).

Update from meetings held

During the period of this report, SPC meetings were held on November 23rd and December 1st. These meetings focused on analyzing and understanding the different information and data sources available, along with planning communications and development of UH Hilo’s mission and vision.

- Communications strategy
  - The committee finalized a communications strategy to help guide their communication efforts throughout the planning process to internal and external stakeholders. Different mechanisms are identified for different stakeholder groups. The committee welcomes and encourages comments, suggestions and questions from stakeholders at any time.

- Work plan for developing UH Hilo’s vision and mission
  - The committee has developed a work plan to guide development of the university’s vision and mission (see page 2 for more info). The aim is to consult with the campus and community from mid-December to mid-January on potential key points that could be included within our vision and mission; develop draft statement based on consultation feedback; issue draft statements in early February; and finalize them by mid-March.

- Familiarization of information, evidence and data
  - The committee is continuing to become familiar with the vast amount of information already provided by faculty, staff, students and the community from the preplanning stage (see [www.hilo.hawaii.edu/strategicplan/preplanning](http://www.hilo.hawaii.edu/strategicplan/preplanning)). At the December 1st meeting, the committee identified key themes or issues raised by participants from the listening tour (see minutes from the meeting available at [www.hilo.hawaii.edu/strategicplan/strategicplanningcommittee](http://www.hilo.hawaii.edu/strategicplan/strategicplanningcommittee) from December 8th). A summary report will be produced by the end of December and disseminated to the campus.
Written by Siân Millard, Strategic Planning Coordinator, on behalf of the Strategic Planning Committee

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• The committee has continued to examine and understand important quantitative data that indicates UH Hilo’s current position (e.g. graduate and retention rates, enrollment, student outcomes data, faculty, staff and student body make-up etc).

• Implementing the strategic plan – initial discussion

  o Members had an initial discussion about this at their meeting on Nov 23rd and noted the Chancellor’s commitment to implementation and the fact that he will require all units to develop their own plans in support of the institutional plan. They also noted the Chancellor’s commitment to ensuring UH Hilo’s budget will be aligned with the plan. Other issues raised by the committee included ensuring that strategic priorities/goals are taken into account in decision-making; clarifying accountability – what that means and who is accountable; and how to encourage buy-in to the plan across the entire campus. The committee will continue to discuss issues around implementation throughout the development process and will advise the Chancellor on potential mechanisms that could be put in place to support it.

Forthcoming meetings/planned activities

• Mission and vision development

  o The committee’s first milestone is to revise UH Hilo’s vision and mission such that they form a clear identity for the university. At their meetings on December 7th and 13th, the committee will, based on all of the information and data they have so far considered, suggest key points to be included within our mission or vision. Mission and vision are defined in the committee’s charge as:

    ▪ **Vision** – an image or description of the university community we aspire to become in the future. It answers the question, ‘if we can achieve what we want to do, what will we look like in X years time?’

    ▪ **Mission** – a foundational statement that describes the purpose of the university’s existence. It answers the question ‘why do we do what we do.’ For UH Hilo, the mission statement should distinguish us from other universities within the UH System and highlight our unique attributes.

  o Consultation – From mid-December to mid-January, the committee will hold a consultation on the key points they suggest be included within UH Hilo’s new vision and mission. This will be both online (to be issued in December) and face-to-face (in mid-January) through town-hall style meetings. The consultation will stakeholders what they think about the key points and whether any are missing, whether they represent what UH Hilo is, who we serve and where we’re headed etc.

  o Draft statements – the committee will consider the consultation feedback and draft the mission and vision statements. They will issue these to the campus and community by early February, request further feedback, and then finalize the drafts by mid-March.