AGENDA FOR THE FIRST MEETING OF THE UH HILO STRATEGIC PLANNING COMMITTEE

Date: November 3rd, 2010  
Time: 9am-11am  
Location: Private Dining Room, Campus Center, UH Hilo

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| 1        | Not applicable - verbal | Welcome and Introductions  
- Each member to introduce themselves giving an overview of background, skills and experience | Siân | 9:00-9:15 |
| 2        | Not applicable - presentation | What is Strategic Planning?  
- Presentation to outline the purposes of strategic planning in general and its benefits to higher education | Siân | 9:15-9:30 |
| 3        | SPC 01/10 | SPC Charge and Draft Process  
- Discussion of what the SPC needs to do, how and by when | Siân | 9:30-9:50 |
| 4        | SPC 02/10 | Roles and Responsibilities of SPC members  
- Overview of expectations and responsibilities of SPC members  
- Discussion of selection of the Chair and drafting sub-committee | Siân | 9:50-10:10 |
| 5        | SPC 03/10 | Strategic Planning Context  
- Discussion of the context within which we will be planning | Siân | 10:10-10:40 |
| 7        | SPC 04/10 | Communicating strategic planning  
- Outline of the current communication mechanisms used and discussion of how we can keep people up-to-date on and engage them in | Siân | 10:40-10:55 |
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| 8       | Not applicable - verbal | Summary and next steps  
• *Summary of the main points raised during the meeting and actions required*  
• *Overview of next steps – what will be covered in forthcoming meetings* | Siân        | 10:55-11:00  |