Mission/Vision Consultation Update and Town Hall Preparations

Action required: SPC members are asked to:

- Note the information provided

1. Introduction

Consultation on the draft mission and vision statements developed by the SPC began on January 17th with issuance of the online survey. At the time of writing, 35 people have responded to the survey. Communications advertising the consultation (survey and town halls) were issued to a broad range of internal and external stakeholders including via press release, website and direct email. Feedback so far on the mission and vision has been generally constructive and helpful, pointing to areas that the SPC will need to consider to improve and clarify the statements.

2. Town Hall Preparations

Four town hall sessions will be held in the week commencing January 24th. Each of these sessions is open to all UH Hilo stakeholders. Details of the town-halls are:

- January 24th, 4:30-5:30, UH Hilo, Campus Center Room 301 (note there is free parking on campus at this time)
- January 25th, 12:30-1:30, UH Hilo, Campus Center Room 301
- January 26th, 9:30-10:30, UH Hilo, Campus Center Room 301
- January 28th, 12:00-1:00, UH Hilo, University Classroom Building Room 127

The sessions will likely be run as follows:

- The aim and focus of the sessions is on gaining feedback and seeking views, not defending or explaining the statements (though clarification will be offered where appropriate).
- Siân will facilitate all meetings and will write up people’s comments on flip chart.
- Short (10mins) introduction to strategic planning at UH Hilo to include who’s on the committee and general process.
• Mission feedback (20-25mins)
  o Organize discussion around two questions: (1) what people like about the statement; and (2) any modifications they would like to see.
• Vision feedback (20-25mins)
  o Organize discussion around two questions: (1) what people like about the statement; and (2) any modifications they would like to see.

SPC members are encouraged to attend at least one of the town hall sessions where possible so that they can hear first-hand feedback from stakeholders.

3. Analysis and Reporting of Outcomes

3.1 Online Survey
Siân will analyze the responses and identify common themes/issues raised by respondents. It is unlikely that the responses will be ‘weighted’ as we will be dealing with primarily qualitative not quantitative data. All SPC members will receive a hard copy of the raw responses (redacted to retain confidentiality where necessary) so that they can read for themselves the original comments. The original comments and summary of themes/issues will be presented to the committee at their January 31st meeting.

3.2 Town Halls
Siân will write-up a note of each town-hall session and will organize comments made into themes/issues.

3.3 Overall Analysis
Taking the outcomes from the survey and town-halls together, Siân will write a summary report that will be reviewed by the committee for accuracy and then posted to the strategic planning website by the end of February 2011.