MINUTES OF THE FOURTEENTH MEETING OF THE UH HILO STRATEGIC PLANNING COMMITTEE

Date: February 18th, 2011
Time: 8-10am
Location: Private Dining Room, Campus Center, UH Hilo

Attendees:
- Thora Abarca
- Kainoa Ariola
- Kelly Burke (chair)
- Jim Cromwell
- Dee Drozario
- Mazen Hamad
- Maria Haws
- Barry Mark
- Siân Millard (notes)
- Marcia Sakai
- Elizabeth Stacy
- Errol Yudko

Apologies:
- Jackie Johnson
- Gail Makuakane-Lundin
- Tracey Niimi
- Karen Pellegrin
- Pila Wilson
- Harry Yada

1. Announcements/Questions from Stakeholders

Kelly asked members if they had received any feedback or questions from constituents since the last meeting. One member reported that the Chair of Faculty Congress had asked for confirmation that the committee would seek to revise the draft mission statement off the back of the consultation. The committee confirmed that the purpose of the consultation was to seek feedback on the draft statements so that they could be improved and clarified. The committee therefore confirmed that they are seeking to revise both the draft mission and draft vision statements, and will share those revisions with the campus and broader community at an appropriate point.

Kelly then referred members to two letters from two different groups that the committee had received over the past week:

**Diversity committee**

The Diversity Committee had written to the SPC with a request that issues relating to diversity be infused throughout the strategic plan. The committee agreed that this is an important issue and they would be interested to invite a member(s) of the Diversity Committee to a future meeting of the SPC to discuss further. Kelly asked members to keep issue of diversity in their minds when discussing and developing the university’s strategic goals and actions.

**Action 1: Siân** to invite a member(s) of the Diversity Committee to an appropriate future meeting of the SPC.

**English department**

The English department Chair had written to the SPC making recommendations on critical thinking. The committee
**agreed** that a subgroup of the SPC should meet with the English department Chair to discuss further.

**Action 2:** Siân, Kelly, Jackie and Elizabeth to meet with English department Chair to discuss the SPC’s progress and the department’s recommendations.

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<th>2</th>
<th>Minutes of the 13th SPC meeting (23/11)</th>
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<td>There were no additions or amendments to the minutes of the thirteenth meeting. The minutes were therefore approved.</td>
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<th>3</th>
<th>Vision themes (24/11)</th>
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<td>This paper gave a consolidated list of potential themes for the vision statements based on subgroup work the previous week. Members <strong>agreed</strong> that the themes reported were a generally good representation of the previous discussions and represented an appropriate starting point for the initial goals brainstorming. Members <strong>noted</strong> that the vision themes represented may not all be reflected in the final draft of the vision statement as throughout the committee’s discussions on goals and actions, they may seek to refine the vision. The vision themes were then recognized as a starting point only.</td>
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<th>Developing strategic goals – meeting 1 process (25/11)</th>
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<td>As a way to start and organize the committee’s discussion on strategic goals and actions, members took each of the first five vision themes in paper 24/11 and brainstormed issues around each of them. Members were asked to base the issues that they raised in brainstorming on the preplanning and other evidence. Prior to the meeting, committee members had been sent a consolidated packs of both ‘internal’ (e.g. preplanning, NSSE results) and ‘external’ (e.g. UH System strategic plan, WASC reviews etc) evidence to refresh their memories on what the key issues are. Each theme was therefore taken in turn and members took approximately 10mins per to brainstorm around them. All comments were considered valid and no prioritization of issues was made at this early stage. The committee brainstormed all 5 main themes by the end of the meeting and will start the next meeting with a brainstorm of any other issues raised from the evidence that had not been captured under the vision themes.</td>
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<th>Summary of actions and close</th>
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<td>Marcia set out that at the next meeting the committee will do some further brainstorming exercises, and, if time, will then start to group the issues raised into common areas. Marcia reminded members that the next meeting is on <strong>Wednesday February 23rd</strong> from <strong>8-10am</strong> in the <strong>Private Dining Room</strong>.</td>
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