Consultation Plan

Action required: SPC members are asked to:

- Discuss the two options for questionnaire design and decide which option to pursue for the consultation
- Note the dates of the town-hall sessions

1. Overview

A consultation on the draft strategic plan will be issued the afternoon of Friday April 8th and run until 12pm on Thursday April 14th. The purpose of the consultation is to seek feedback from UH Hilo stakeholders on the draft plan to further inform its development and refinement. Once the committee has made adjustments to the strategic plan based on the feedback, they will send it, in its fully completed form, to Faculty Congress, Hanakahi Council, and the UH Hilo Students Association for endorsement. The aim is to, following endorsement, recommend the strategic plan to the Chancellor by the end of May 2011.

The consultation will be offered through two mechanisms:

- Online survey
- Three town-hall sessions

2. Online Survey

The online survey will be offered through SurveyMonkey and is accessible from www.surveymonkey.com/s/draftplan

It will be available from the afternoon of April 8th until 12pm on April 14th. There will be a mix of open and closed questions to help respondents provide their feedback. Two options for the design of the survey are attached:

- The first option (‘more questions’) has general questions for each section and goal, as well as separate ‘satisfaction’ closed questions for each action of each goal, plus an overall
satisfaction question and general comments box. The benefit of this design is that we’ll get information on how well each action has been received. The downsides are that it will mean approximately 60 questions for respondents to complete increasing respondent burden, and will separate the actions from the goals.

- The second option (less questions) has general questions for each section and goal (satisfaction scale, likes and dislikes), plus an overall satisfaction question and general comments box. The benefit of this design is that it encourages respondents to look at each goal and its actions as a whole and minimizes respondent burden by having less questions. The downside is that it won’t be possible to get a clear, quantitative handle on how well individual actions were received.

Members are asked to discuss the two options for questionnaire design and decide which option to pursue for the consultation

3. Town Hall Sessions

Per the committee’s discussions at the April 1st SPC meeting, three town-hall sessions have been arranged:

- Tuesday, April 12th, 12-1pm, CC301 (open faculty and staff)
- Wednesday, April 13th, 3:30-4:30pm, CC301 (dedicated students, pizza available)
- Wednesday, April 13th, 5:00-6:00pm, CC301 (targeted community, plus open to faculty and staff)

Members are asked to note these dates and times in their calendars and to attend the sessions if possible so that they can hear feedback first hand from participants. Members are also asked to offer extra credit to their students if they attend the student town-hall session.

The sessions will be structured in the following way:

- 10mins overview presentation on plan development
- 10mins general feedback on Section 1 of the draft plan – mission, vision, who we are, and what we stand for
- 35mins on Section 2 of the draft plan – the draft goals and supporting actions. This will be facilitated by asking three questions: (1) what people like about the proposed goals and/or actions (altogether), and (2) what they would like to see changed and why, and (3) any other general comments (approx 10mins per question).