I. Introductions – name, number of years at UH Hilo and in Division of Student Affairs, and why you are interested in serving on this committee

II. Review of work group charge –
   a. Identify 3-7 strategic priorities on which all Division of Student Affairs units/functions will focus their energy for the next 3-5 years
   b. Develop indicators of performance success
   c. Develop measurement & assessment plan
   d. Cultivate division-wide ownership and facilitate successful implementation of the plan

III. Ground Rules:
   a. What’s said here stays here; what’s learned here needs to leave here.
   b. Constructive conflict is healthy for the group and essential for arriving at the best outcomes; distinguish differences of opinion from differences in intent.
   c. During brainstorm time, all ideas have merit and creativity is encouraged; during decision time, all ideas need to be supported with data and a conceptual framework, as well as based in reality.
   d. We are each here to focus on what is best for the Division of Student Affairs as a whole, and for all students.
   e. Active participation and engagement, as well as accountability to each other, is important to honor.
   f. Don’t be afraid to take purposeful and thoughtful risks.
   g. Others?

IV. Action Plan
   a. Review existing materials/documents/data
   b. Host open forums during January and February
   c. Finalize SWOT (strengths/weaknesses/opportunities/threats) document initiated by Student Affairs Leadership Council
   d. Identify potential strategic priorities
e. Seek constituency feedback
f. Finalize priorities
g. Identify performance indicators and develop measurement/assessment plan
h. Disseminate updated strategic plan and cultivate ownership

V. Meeting Schedule & “Homework” Assignments