

Stewardship Coordinating Council
October 10, 2007
Minutes

Members Present: Ana Maria Rodriguez, Anne Thaddeus, Arturo Ramos, Beatrice Newman, Bruce Reed, Cathy Vale, Cynthia Brown, Dahlia Guerra, Debby Grant, Dora Saavedra, Edwin LeMaster, Al Borrego, Gary Montgomery, Jaime Curts, Jane LeMaster, John Villarreal, Juan C. Gonzalez, Lisa Prieto, Karen Chandler, Karla Barragan, Leota Hull, LuAnn Gernentz, Michael Uhrbrock, Paul Sale, Penny Simpson, Peter Cortez, Rajiv Nambiar, S.J. Sethi, Sandra Tijerina, Sonia Del Angel, Susan Griffith, Teofilo Ozuna, Van Reidhead, Wendy Lawrence-Fowler, Yolanda Lopez, Yvette Padilla.

Members Absent: Beverly Jones, Danika Brown, Hector Ochoa, Kim Finn, Richard Costello, Thomas Grabowski.

Guest: Jessica Mangle.

The Stewardship Coordinating Council met on October 10, 2007, at 3:00 p.m., in the ITT International Room.

I. Review Agenda

Sonia Del Angel welcomed everyone to the first Stewardship Coordinating Council meeting. This committee was formerly the Institutional Planning and Assessment Committee but was revamped into a larger committee to form the Stewardship Coordinating Council. Sonia reviewed the agenda for the SCC meeting.

II. Welcome

Dr. Paul Sale thanked everyone for attending the meeting. He said that the SCC is one of the most important committees on campus that will have a significant and positive impact in the future and shaping of the University. The SCC will help facilitate the efficiency of strategic assessment, operational planning, and budget recommendations. Dr. Sale wanted the Deans to be involved in the SCC so they could participate on ongoing discussions and reach closure on any advances that are suggested by the SCC.

III. Effective Meetings Guidelines

Dr. Susan Griffith presented guidelines for conducting an effective meeting developed by Wisconsin-Madison and will be followed by the SCC.

IV. Introduction of New SCC Members and Former IPAC Members

Sonia Del Angel introduced the new SCC members and former IPAC members. The former IPAC members will continue to serve on the SCC through FY08 to mentor their replacements.

V. Orientation

Dr. Jane LeMaster provided a brief presentation of the responsibilities of the Stewardship Coordinating Council.

Dr. Jaime Curts provided a brief presentation of the SCC charge for FY08. The charge will include setting up teams to discuss evaluating the process of the online survey assessment summary reports for FY2007; developing a 2-year planning, assessment, budgeting and continuous improvement calendar to coincide with the legislative funding cycle; proposing mechanisms for identifying and facilitating cross-institutional partnerships to maximize the use of limited resources and breakdown the "silo" mentality; organizing the Institutional Planning Retreat; developing Peer Institutions; and developing a continuous improvement training agenda.

The Executive Team will meet before the next SCC meeting to establish the 3 teams. Once the teams have been established, the team leaders will set the frequency of the meetings to accomplish the tasks.

ACTION: The Executive Team will meet to establish the 3 teams.

Sonia Del Angel and Dr. Jaime Curts explained that the SCC would have an executive team comprised of Chair, Vice Chair, and 3 Representatives-at-Large.

Lydia Flores will be the recorder, the Executive Director for Institutional Research and Effectiveness will be ex-officio, and OIRE will be support staff.

The SCC voted by ballot. The following are the results of the election:

Dr. Jane LeMaster – Chair
Dr. Jaime Curts – Vice Chair
Cathy Vale – Representative-at-Large
Dr. Dora Saavedra – Representative-at-Large
Dr. Cynthia Brown – Representative-at-Large

The SCC discussed if they should continue with the same meeting dates as IPAC. After some discussion, the SCC decided to change the monthly meetings to the first Wednesday of each month at 3:00 p.m., to accommodate the schedules of the SCC members.

ACTION: The SCC monthly meetings will be scheduled the first Wednesday of each month.

VI. Lessons Learned from National Consortium for Continuous Improvement in Higher Education

Several former IPAC members attended the National Consortium for Continuous Improvement in Higher Education Conference in New Orleans, Louisiana, and shared what they learned at the conference.

Sonia Del Angel attended a session on reorganizing the restructuring the services to improve efficiency and develop a one stop center for several departments. The school presented the process that they went through as far as doing an analysis of all the processes to make it more efficient and have all the departments in one location.

Dr. Jane LeMaster attended a session on planning for a disaster. Louisiana State University presented a list of things that they had in place when the storm hit.

Art Ramos shared pictures of what happens when you have a good disaster plan and what happens when you have a bad disaster plan in place.

Cathy Vale attended a session on Improvisation in Higher Education that talked about not wanting change when it comes to planning. Cathy learned that planning can be creative and not just structured.

Dr. Griffith attended a session on Accelerated Improvement presented by Wisconsin-Madison. They made a presentation on process improvements and the training

sessions that they have to facilitate planning. Dr. Griffith said that Business Affairs will be following their model.

The National Consortium for Continuous Improvement Professional Development Workshops can be accessed at <http://www.ncci-cu.org/>.

VII. Status Of Stewardship Process

S.J. Sethi reported on the assessment summary report survey. She distributed handouts which list the administrative and academic units that received the survey at the beginning of September. The administrative and academic units need to complete the survey and include their few most important accomplishments, assessment highlights, and challenges for FY07. After she receives all the responses from the administrative and academic units, they will be forwarded to the Deans and VP's and they will have two weeks to review the summary reports. Lastly, the VP's will forward their divisions' summary reports to Executive Committee.

ACTION: S.J. Sethi will put all the information of assessment summary reports, and forward them to the appropriate persons.

Cathy Vale reported that she has about 30% of the FY2008 action plans that were due at the end of August. There are two divisions that still have not submitted their action plans to her but she has been notified that they are under review. Most of the FY07 assessment reports have been posted with the exception of three that have not been received by the Office of Institutional Research and Effectiveness.

Sonia Del Angel asked whether anyone had any feedback on today's meeting. Dr. Wendy Fowler asked whether we were following *Robert's Rule of Order* for the SCC meetings. Dr. Jane LeMaster said that we would not follow *Robert's Rule of Order*.

There being no further business, the meeting was adjourned at 4:25 p.m.

NEXT MEETING: November 7, 2007 at 3:00 p.m., ITT International Room.