

**Stewardship Coordinating Council
December 5, 2007
Minutes**

Members Present: Ana Maria Rodriguez, Anne Thaddeus, Arturo Ramos, Beatrice Newman, Bruce Reed, Cathy Vale, Dora Saavedra, Debby Grant, Gary Montgomery, Jaime Curts, Hector Ochoa, John Villarreal, Juan C. Gonzalez, Lisa Prieto, Faraon Torres, Dahlia Guerra, Karla Barragan, Kim Finn, Michael Uhrbrock, Rajiv Nambiar, Richard Costello, S.J. Sethi, Sonia Del Angel, Susan Griffith, Thomas Grabowski, Wendy Lawrence-Fowler, Yvette Padilla, Al Borrego, Karen Chandler, Van Reidhead, Paul Sale, LuAnn Gernentz.

Members Absent: Edwin LeMaster, Penny Simpson, Jane LeMaster, Beverly Jones, Cynthia Brown, Leota Hull, Peter Cortez, Teofilo Ozuna, Sandra Tijerina, Yolanda Lopez.

The Stewardship Coordinating Council met on December 5, 2007 at 3:03 p.m., in the ITT International Room.

I. Stewardship Coordinating Council Teams
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Jaime Curts called the meeting to order. He asked each team leader to report on the status of their team charge.

Team I

Cathy Vale presented the status of the charge for Team I, "Pilot the summaries of assessment reports for the FY07 Annual Assessment Reports." The following are the teams suggestions to improve the Stewardship Summary Reports process:

- Change the name to Stewardship Summary Reports.
- Review the stewardship coordination diagram annually to make sure that all departments that submitted ODP maps also submit action plans.
- Insure units are not left out and identified correctly.
- Use the SLO Coordinators and Assessment Coordinators as resource persons because they have training in writing objectives and outcomes.
- Make it clear that the Stewardship Summary Reports fall in the planning cycle and how each part links to the other.
- Separately instruct each level on the coordination diagram.
- Continue discussions among different levels even though Stewardship Summary Reports have been submitted to OIRE.
- Involve more faculty and staff in the planning process.
- Make the instructions shorter.

Cathy Vale distributed a flowchart developed by Penny Simpson that shows the strategic planning process. The Stewardship Coordinating Council decided to have the flowchart included at the Strategic Planning Retreat in February.

ACTION: SCC will include the Annual Strategic Planning Process flowchart at the February 15, 2007, Retreat.

Susan Griffith said that next year we will be switching to TracDat to submit all Stewardship Summary Reports.

Team II

Susan Griffith distributed and reviewed a draft calendar of the Integrated 2-Year Calendar for Planning, Budgeting, Assessment and Continuous Improvement. Susan Griffith said if anyone had any suggestions for improvements to the calendar please let her know before the Retreat since she would like to include as materials to present at the Retreat.

A discussion followed regarding the difference between a 2-year budget and a 2-year rolling budget. After some discussion, it was decided to change the calendar to a 2-year rolling budget.

ACTION: Susan Griffith will change the Planning, Budgeting, Assessment and Continuous Improvement calendar to a 2-year rolling budget.

Team III

Dora Saavedra presented the status of the charge for Team 3, "Consider a mechanism for identifying and facilitating cross-institutional partnerships to maximize the use of limited resources and breakdown the silo mentality." The following are "silo" concerns that the team discussed:

- Lack of awareness/lack of information flow on campus.
- Acknowledging (e.g., by administration) problem areas.
- Addressing the issues of money/scarce resources/budget issues/win-lose mentality about resources.
- Committing to shared responsibility to serve students, the community and each other.
- Encouraging creative solutions at UTPA.
- Piloting solutions instead of making quick decisions that may, on the surface, appear effective, but that may need a trial period to iron out the "wrinkles" in the system or that may need to be scrapped for an alternative that emerges during the trial period.

II. Revisions to *HOP* Policies 2.1.4 and 4.6.1

Cathy Vale reviewed the changes to *HOP* policies 2.14. and 4.6.1. These policies were revised because the name of the committee and stakeholders were changed. The policies do not have to go through the *HOP* Committee for a full review because they are non-substantive changes.

III. Next SCC Meeting

Susan Griffith suggested to meet again before the end of the year and work on a draft agenda for the planning retreat. SCC decided to meet on Friday, December 14, 2007, at 1:30 p.m.

There being no further business, the meeting was adjourned at 4:00 p.m.