

**CES Strategic Planning Initiative
Steering Committee Meeting
November 21, 2007**

WisLine

November 21 – 10 a.m. – 11:30 a.m.

Attendees: L. Brennan, L. Bruce, S. Deller, C. Duley, A. Jones, L. Jones, M. McIntee, R. Mills, K. Porter, R. Power, Denise, R.

Not available: A. Lersch, D. Mohr, J. Preissing

Check-in – volunteer to take notes

Review Agenda

- Review Purpose of a situation analysis
- Review and/or establish the purpose of bringing the volunteer responder group together
- Review the guest list
- Decide on an appropriate approach to best meet these purposes
- Finalize process and the role we will play
- Finalize the agenda we will send to participants
- Decide what needs to be resolved, or rehearsed, the morning of the 6th
- Decide on future meeting dates for SPSC

Announcements/Updates

- Anyone with district sit. analysis flip chart notes, please forward to Lisa
- Key informant interviewee names to Lisa as soon as possible. Distribute complete list of informant names etc. by December 6 meeting.
- Systems Thinking Conference (Annie) – Create Event: Report on keynote (Boeing) reorganization of operations systems to better respond to emerging issues. Tasks; input gathering (typical); opportunity to focus on challenges, “What’s wrong may not be the best approach...look at positives and build on it.”

Situation Analysis

- Specialist Survey – 98 responses from approx. 300 surveyed (30% response rate); Laura (last name?) compiling data. (Annie/Steve)
Note: Emails from new specialists; early in tenure; not sure of individual role (institution); not certain if survey intended for new hires less than 4 months; discussion on labor market, retention and mentoring. (Steve)
- North Central Region market survey done; focusing on all program area; new hires targeted upon 1 year (tenure)? (Steve)

Reflections from meeting in Keshena...Next Steps!

- What do we hope to have by 12/6? Refer to timeline (Larry).
- Committee proposes to identify THEMES from strategic issues; are we looking at a ‘collection’ of issues by 12/6? Yes. (Larry)
- By 12/6, 18 themes; redraft to indicate fundamental themes (1st draft) with at least 1 outcome; review results to identify ‘clusters’ – “what’s at the core?”. (Larry)
- The afternoon of 12/6, we hope to agree on a ‘collection of issues/themes. The committee will prepare by sorting of issues and categorize by themes (see Annie’s top 5 – Deller’s summary of issues from district meetings.doc). (Steve)
- Provide specific issues that we came up with in Keshena; situation analysis definitions and ‘doctor analogy’. (Annie)
- Plan to publish ‘working draft’ of issues identified for individuals’ response. Are we missing anything?

- Suggestion to review Values Design Team data collected (approx. 18-20). Committee categorize the existing data by 12/6 meeting? (Annie)
- What is the right forum where we will have strategic issues identified? Contribute volunteer experience? (Rebecca)
- Final list of volunteer responder/participants to be developed and distributed prior to 12/6. (Lisa)
- What level of specificity do we need to get to on 12/6? (Rebecca) Not a high lever of specificity until Key Informant, CEAC or other stakeholder meetings; ‘data coming in more of a draft’. (Annie)
- Tell story looking at inter-relationships between themes/issues. (Annie)
- Possible affinity diagramming (keystone) issues for looking at inter-relational themes: Mary Kluz invited to engage group. (Rebecca)
- Develop more keystone efforts; what we’ve heard so far; group breakout – finalize day: arrive at ‘richness’ of themes. (Annie)
- How can we summarize what we’ve heard without generating reams of paper? (Rebecca)
- An overview of Marma’s list of groups/events conducted to date – and responses. (Annie)
- Provide ‘overview’ from Marma (short, concise issue statements); include with other materials (Agenda, Purpose/Process etc.) to volunteer participants **by NOVEMBER 30th**...ahead of 12/6 meeting. (Marma)
- Duplicate ‘overview’ for Values Design Team and Key Informants. (Annie)
- John provided an email ‘laundry list’ of issues; 3-4 pages with a caption of ‘your stories’
- Develop a ‘quick list’ from data collected so far; 18 themes...cut it down by Mon., 12/3 (Steve)
- **Email all materials for Dec. 6th volunteers meeting to Annie as soon as possible; not later than Mon., December 3rd.**
- We will continue to gather data - CEAC 12/13; possibility of Dean’s WisLine in January ’08 (Annie).
- By spring ’08, have all issues; strategy team plan for rest of process...FINAL DRAFT? (Annie/Larry).
- What are some of the initial issues out there? Colleagues eager to see what’s been collected from district meetings etc. (Steve)

Rehearse December 6th

- Develop a facilitation outline.
- Share the THEMES; “how we got to this point”; ID process – “here’s what we’ve identified in our meetings; we’d like to hear your story; break out to smaller groups. Volunteer responder results becomes ‘1st draft’ of document. (Rick)
- Specific attention to colleagues’ comments “concerned that input will be lost”; responses from district meeting participants – spend time to look at any comments/responses that provide an “ah ha” moment.
- Flag or identify those issues/comments we don’t want to lose in or communications.
- Assure colleagues that the committee is taking on the responsibility seriously; relieve others that they are not expected to review everything...RBC; Building Trust. (Carl)
- Review PURPOSE; formal definition from the strategic planning documents; share no more than 4-5 narratives of what’s worked; and what has not worked very well. (Steve)
- Include PURPOSE: “why you were invited; we have reviewed and arrived at an initial impression of the data but you input is important.” (Rebecca)
- Breakout in small groups: participants discuss assumptions, results oriented (success or not).

Future Meetings - WisLine

- Friday, December 21, 2007 (10:00 a.m. – 11:30 a.m.)
Debrief CEAC meeting; prepare for possible January Dean’s WisLine (1/7/08)?
- Thursday, January 17, 2008 (10:00 a.m. – 11:30 a.m.)
- Thursday, February 21, 2008 (10:00 a.m. – 11:30 a.m.)

Notes respectfully submitted by R. Mills