

# ***BSU/NTC Charting the Future Planning Group***

## ***Meeting Minutes***

From the meeting of December 10, 2015

Attending: Andy Bartlett; Brittany Hull; Gwen Oster\*; Jeff Ueland; Keith Marek; Martin Tadlock; Melissa Columbus; Patricia Hartshorn; Rob Carothers\*; Tamera Mayer; Troy Gilbertson; Deb Peterson; Dick Hanson; Mary Ward\*; Zak Johnson\*;

\* Not in attendance

1. The December 10 meeting was the initial meeting for this campus planning group. After introductions, several important points were made.

### 1.1. Mission and Charge

Colleagues: Last spring the Charting the Future Steering Committee assigned to MnSCU Leadership Council (MnSCU Presidents and Chancellor's Cabinet) the task of creating a plan to move this work forward. The work plan draws upon the July and September Leadership Council discussions that included establishing the criteria for assessing the 42 recommendations from the implementation teams; a summer inventory of campus-based initiatives; memos from MSCSA and MAPE; and about ten hours of meetings (face-to-face and by phone) in which the MnSCU Executive Committee carefully sorted through all 42 recommendations to help forge a viable plan.

### 1.2. MnSCU expects each campus to

1.2.1. Address specific planning issues (noted on the following list), which are seen as system planning initiatives;

1.2.2. Engage in partnered planning efforts (with other institutions) or keep them local: These are not system wide initiatives involving all institutions, items marked \*\* in the following list;

1.2.3. Develop campus specific planning initiatives designed to address campus issues.

1.2.4. The campus group will submit a quarterly report.

- 1.3. In many ways, this planning process will replace traditional strategic planning efforts with the intent of being much more proactive, anticipatory and effective given the rapid nature of change in higher education.

- 1.4. The plan is for this group to meet bi-monthly to discuss assignments, provide updates on planning, and to draft initiatives related to specific recommendations needing action at the campus level.
2. Planning Items – From the liaisons identified with each planning topic, baseline descriptive information will be developed along with suggested planning initiatives. Liaisons will provide an initial report at the next meeting of the group, tentatively planned for late January or early February 2016.
  - 2.1. Academic Advising – Zak Johnson and Dr. Mary Ward have been assigned initial responsibility for this planning item. In addition, from the planning group Keith Marek and Brittany Hull volunteered their assistance.

## 2.2. Diversity Programming and the Campus Diversity Plan

2.2.1. Deb Peterson, Assistant to the President for Affirmative Action and Accreditation, and Chief Diversity Officer for BSU/NTC joined the meeting to discuss activities related to planning around diversity for our campuses.

### 2.2.2. Specific diversity initiatives include:

Develop campus diversity plans, integrated into each college/university overall Student Success plan;  
 Diversity mapping and assessment of diversity and equity;  
 Improve the recruitment and retention of diverse faculty and staff; and,  
 Provide professional development to increase faculty and staff intercultural and global competency and increase understanding and use of culturally relevant pedagogy.

### 2.2.3. Summary

The Diversity Taskforce at BSU, is now into its second year. I have met with NTC faculty and staff once and will be meeting next week to determine their taskforce/planning group participants. Efforts at BSU are tracking ahead of NTC. At BSU information has been collected from departments and offices and from the curriculum. In groups of 2-3 taskforce members are now examining various aspects of the university for diversity.

### 2.2.4. Diversity Schedule

Task	Date by Which Task is Accomplished
Form the Diversity Taskforce	November 2015
Assign needs assessment areas 1-20 and identify what each team needs to look at to accomplish its tasks	December 2015
Report findings from needs assessment and other collected data	January 2015 – mid-February 2016
Conduct analysis (strengths, areas where improvement is needed, comparison of BSU information to MnSCU Diversity Performance Measures	End of February 2016
Develop draft of Diversity Plan and share with campus	End of March 2016
Finalize Diversity Plan and share with campus	End of April 2016

- 2.3. Online Resources – The intent of this initiative is to deploy online resources for prospective and current students, including transfer information for use in planning, registration and advising. Liaisons for this initiative include Melissa Columbus and Rob Carothers.
  - 2.4. Access to Technology – This initiative is designed to ensure all students have access to technology. Liaisons for this initiative include Troy Gilbertson and Brittany Hull.
  - 2.5. Affordability for Students/Financial Literacy – The purpose of developing a Financial Literacy Program at BSU/NTC is to provide both students and their parents with the information, tools, skills and knowledge they need to make good general and education-related financial decisions. In addition, this initiative is about ensuring affordability for students system wide. Planning initiatives here might include tuition reform, understanding the role of fees in making higher education possible, and designing educational experiences to facilitate and increase students’ understanding of college costs, debt, and long-term implications. Liaison: Jeff Ueland.
  - 2.6. Diversity Mapping and Equity\*\* Please refer to the information found above under item #2.2.
  - 2.7. Competency Certification and Credit for Prior Learning\*\* A potential trial project in “credit for prior learning” is underway under the auspices of Distance Minnesota.
  - 2.8. Increase Awareness and Development of E-Textbooks and Open Educational Resources (OERs) \*\* There is potentially significant interest among BSU/NTC faculty and staff. Names mentioned as potential liaisons include Rod Henry, Martin Tadlock, Bruce Jambor, Mike Morgan, and people at the BSU bookstore.
3. Items to work on/needs
    - 3.1. This planning effort is for both institutions, BSU and NTC. Clearly, we will need to pay more attention to NTC planning needs.
    - 3.2. We need to determine Distance Minnesota’s effort in the “credit for prior learning” efforts.
    - 3.3. There needs to be clarification around work related to #2.8, E-Textbooks and open educational resources.

- 3.4. We need to make sure that “financial literacy” is an appropriate teaching topic for a university.
4. Quarterly Report Template (attached).
  - 4.1. Attached is the revised (as of 12/10/2015) report template.
5. Information Portals (attached)
6. Other suggestions for our local planning work plan:
  - 6.1. Articulation with other institutions and programs
  - 6.2. Sustainability
    - 6.2.1. Enrollment and retention
    - 6.2.2. Residence hall and dining services
    - 6.2.3. Shallowness of succession leadership opportunities
  - 6.3. Human resources, workplace civility
7. Questions for our local Coordinating and Planning Efforts
  - 7.1. Will the planning topic lead to greater student success?
  - 7.2. Is there existing work at our institutions that can be scaled?
  - 7.3. What are the human and financial resources needed?
  - 7.4. How difficult is the implementation?
  - 7.5. Who takes the leadership role in implementation
  - 7.6. How will we know we are successful?
8. What is the timing and configuration of our local work plan?
9. Next meeting: Late January or Early February, 2016.



**Charting the Future**  
**College/University quarterly report template**  
**FINAL**

**DUE BY**  
**JANUARY 7**  
[Jaime.simonsen@so.mnscu.edu](mailto:Jaime.simonsen@so.mnscu.edu)

Please provide responses for activity completed during this quarter: October 1 – December 31, 2015.  
 Responses will be used to compile the Charting the Future January quarterly report for the Board of Trustees and Coordinating Committee.

College/University:
Person completing form:

**Section 1: Campus-based CTF team (only for January report)**

Please complete the following section

Campus CTF team description and role in advancing the CTF initiatives on campus.	
Composition of your CTF team	
Campus engagement that has occurred with stakeholders (students, faculty, and staff) e.g., campus forums, campus meet and confers, student senate meetings, etc.	
Key point of contact (name, email, title) for your CTF campus-based work:	
Campus CTF website address (optional):	

**Section 2: Campus-based initiatives**

Below are the initiatives that are led by colleges/universities. Please highlight the key activities and milestones accomplished this quarter (Oct. 1-Dec. 31, 2015)

Initiative 1.1.2 – Convene campus-based advising work group that researches advising best practices and develops specific recommendations for strengthening advising	Briefly summarize your initiative efforts to date:		
	Indicate your initiative status:		
	Identify key activities and milestones accomplished this quarter (Oct-Dec)	Identify key activities and milestones planned for next quarter (Jan-March)	Identify issues/concerns (if any) identified
Initiative 1.3.1 – Develop a campus diversity plan, integrated into the college/university overall Student Success plan	Briefly summarize your initiative efforts to date:		
	Indicate your initiative status:		
	Identify key activities and milestones accomplished this quarter (Oct-Dec)	Identify key activities and milestones planned for next quarter (Jan-March)	Identify issues/concerns (if any) identified

Initiative 1.1.6 – Deploy online resources for prospective and current students, including transfer information for use in planning, registration, and advising	<i>Briefly summarize your initiative efforts to date:</i>		
	<i>Indicate your initiative status:</i> <input type="checkbox"/> Not started <input type="checkbox"/> Initial progress made (up to 25%) <input type="checkbox"/> Reached project mid-point (up to 50%) <input type="checkbox"/> Project near completion (up to 75%) <input type="checkbox"/> FY 16 project tasks completed (up to 100%) <input type="checkbox"/> Project paused		
	<i>Identify key activities and milestones accomplished this quarter (Oct-Dec)</i> •	<i>Identify key activities and milestones planned for next quarter (Jan-March)</i> •	<i>Identify issues/concerns (if any) identified</i> •

  

Initiative – 1.2.2 – Ensure all students have access to technology	<i>Briefly summarize your initiative efforts to date:</i>		
	<i>Indicate your initiative status:</i> <input type="checkbox"/> Not started <input type="checkbox"/> Initial progress made (up to 25%) <input type="checkbox"/> Reached project mid-point (up to 50%) <input type="checkbox"/> Project near completion (up to 75%) <input type="checkbox"/> FY 16 project tasks completed (100%) <input type="checkbox"/> Project paused		
	<i>Identify key activities and milestones accomplished this quarter (Oct-Dec)</i> •	<i>Identify key activities and milestones planned for next quarter (Jan-March)</i> •	<i>Identify issues/concerns (if any) identified</i> •

Initiative 3.1.1 – Ensure affordability for all students (financial literacy ONLY)	<i>Briefly summarize your initiative efforts to date:</i>		
	<i>Indicate your initiative status:</i> <input type="checkbox"/> Not started <input type="checkbox"/> Initial progress made (up to 25%) <input type="checkbox"/> Reached project mid-point (up to 50%) <input type="checkbox"/> Project near completion (up to 75%) <input type="checkbox"/> FY 16 project tasks completed (100%) <input type="checkbox"/> Project paused		
	<i>Identify key activities and milestones accomplished this quarter (Oct-Dec)</i> •	<i>Identify key activities and milestones planned for next quarter (Jan-March)</i> •	<i>Identify issues/concerns (if any) identified</i> •

Scholarship campaign work will launch spring 2016 and will be reported on in April 2016

**Section 3: College/university participation in pilots**

*Below are the initiatives that colleges/universities may choose to participate in. If you are participating, please provide a brief summary of the efforts that are being taken to implement the initiatives at your campus. In addition, the system offices providing support to pilots will also provide updates.*

Initiative 1.3.2 – Diversity mapping and assessment of diversity and equity	•
Initiative 2.2.2 – Advance strategies and capacity for competency certification and credit for prior learning at all colleges and universities	<p><i>Call for pilots will occur spring 2016 – please indicate if you have had campus conversations about this initiative and/or possible interest in participation</i></p> <p>•</p>
Initiative 3.1.2 – Develop a comprehensive strategy to increase awareness and development of e-textbooks and open educational resources (OERs)	•

**Section 4: Additional comments/best practices (optional)**

*If you have additional comments or best practices that have been identified in your campus-based work or campus engagement, please briefly describe.*

## Charting the Future Information Portals



### Charting the Future website – [www.mnscu.edu/chartingthefuture](http://www.mnscu.edu/chartingthefuture)

- Provides background on CTF and repository for historical information
- Link to CTF blog
- Public site



### Charting the Future blog – [www.chartingthefuturemnscu.com](http://www.chartingthefuturemnscu.com)

- Provides background on the eight CTF implementation teams
- Document repository for Coordinating Committee meeting info, work plan, Gantt charts, and quarterly reports
- Public site



### College/university websites

- Provides information on campus-based CTF work
- Provides link to CTF blog
- Public sites and/or intranet sites

- Does every campus have a CTF website?
- On the blog, do we provide links to all campus CTF websites?



### Coordinating Committee SharePoint site

- Working site for Coordinating Committee members with meeting information and to promote discussion between meetings
- Document repository for CTF communications
- Intranet – only for Coordinating Committee members



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FOR A PROSPEROUS MINNESOTA