

Strategic Planning Committee

Minutes

Meeting of April 24, 2007

2:30 pm Room 2H02

Present: Brunilda Almodovar, Donald Auriemma , Margaret Ballantyne, Sharon Davidson, Olga Dais, Che-Tsao Huang, Janis Jones, Hamid Kherief, Marcia Keizs (co-chair), Paula Lalande, Susan Letteney, Aghajan Mohammadi (co-chair), Tim Paglione, Jerry Posman, Les Raphael, Helen Strassberg (co-chair)

Guest: Gila Acker

Absent: Margaret Vendryes, David Ajuluchukwu, Fenix Arias, Gloria Black, Michael Smith, Cynthia Murphy, Linda Perry.

I. President Keizs opened the meeting with a welcome. After thanking the co-chairs (Dr. Mohammadi and Dr. Strassberg) for their hard work, she gave the floor to Dr. Strassberg.

III. Dr. Strassberg resumed her presentation of the Strategic Plan's Goals and Objectives, a presentation started at the previous meeting. She presented the activities and the progress to date for the remaining goals.

➤ **Goal II (Improve Recruitment and Retention)**

Dr. Strassberg reported that the Academic Advisement Committee has a plan with several parts. There were changes in Freshman advisement, with students being assigned counselors who teach the SD courses. The search for a Director of Advisement, who will supervise and coordinate all advisement activities and procedures, was initiated and the PVN is in Central office. Moreover, 90% of the departments have submitted handbooks. The next step is for the departments to develop a plan for the majors they offer once DegreeWorks is implemented. In terms of Retention Strategies, the SD curriculum is being revised and a freshman orientation is scheduled for August. President Keizs remarked that the departments that have data on baseline job/education satisfaction rates should share the information with the Outcomes Assessment Committee.

➤ **Goal III (Improve Access to Technology)**

COMPACT money is being used for furnishings and computer upgrades, while the \$200,000 from the student association is being used to purchase books. Dr. Huang will provide Dr. Strassberg with an updated list of all activities related to technology (distance learning, faculty development, etc.)

➤ **Goal V (Promote the College's Core Characteristics and Values)**

Ms. Davidson stated that the new format of the bulletin (CD form) has brought about some complaints on the difficulty of navigating the sections. She stated that hard copies of the bulletin must still be provided. The President remarked that the gaps in policies that were found in the catalogue must be brought to the attention of the DegreeWorks team.

As far as developing and expanding partnerships, President Keizs highlighted the excellent relationship that has been established with the FDA, the FAA, the Port

Authority, Time-Warner and other corporate partners, such as JetBlue, who have sponsored executive leadership breakfasts. She emphasized that this relationship be entertained as it may lead to access to more funds and more scholarships for YC students.

➤ **Goal VI (Financial Resources Management and Allocation)**

President Keizs expressed satisfaction at the number of offices using the online budget system. In terms of building an alumni program, a major step has been accomplished by hiring an Executive Director of Development and Alumni Affairs.

➤ **Goal VII (Appearance of the Physical Plant)**

Visible progress has been made in all items listed under objective 1. Two classrooms have been added in the library, while the Student Union awaits the adoption of the University Master Plan. The President added that the college is also moving toward establishing a centralized scholarship office.

III. Dr. Mohammadi reviewed enrollment trends and key performance indicators as they relate to the president's Targets and Goals to be submitted to the Chancellor's office by June 15, 2007. Among other things, the total headcount enrollment has increased by 9.1% over the past years, the number of FTE's in Fall 2006 (4,422) remaining identical to that of Fall 2005 (4,420.) President Keizs remarked that all information pertaining to key indicators is collected by the University and becomes part of the college report. She recommended assertive, aggressive interventions to improve these indicators by encouraging students to take summer courses if they have financial aid left and taking one or two extra credits beyond the 12 required to increase the number of FTE's. President Keizs also noted that the University has set strict guidelines with regards to the full-time/part-time faculty ratio. The College's efforts to abide by the guidelines have been offset by the provision of reassigned time full-time faculty members are entitled to as well as the loss to retirement of many senior faculty. Finally, President Keizs reiterated that the VPs and Chairs will have to weigh in with the activities geared toward achieving the objectives set.

IV. Calendar:

President Keizs recommended that the Strategic Planning Committee meet twice in the Fall '07 and twice in Spring '08. While agenda items cannot be determined at this point in time, some guidance may be provided by the Middle States recommendations. President Keizs also asked whether the Committee should be more inclusive—to work a little better and in a more timely fashion-- and stated she would value input on this matter. Before thanking Dr Strassberg and Dr Mohammadi for their hard work, she reminded everyone to provide input on the items missing in Helen's report.

Meeting adjourned 4:00pm.
Respectfully submitted
Hamid Kherief.