



ETSU 125

Progressing toward ETSU's 125th Anniversary

Student Life and Services

Task Force Meeting

Date: October 2, 2012

Time: 1:30 – 3:30 PM

Location: Quillen Conference Room, Sherrod Library

MINUTES

Introduction

After asking each task force member to introduce themselves and identify their area of specialty, Joe Sherlin, the task force leader provided a high level overview of the purpose and role of the task force based on President Noland's comments at the morning meeting. Sally Lee, the staff resource member and co-chair added a few comments suggesting that the engagement process could be viewed as concentric circles with the President and Administration in the center with the task forces in the next concentric circle and others such as faculty, students and the community in the next circle. She said that those in that circle would be given an opportunity to engage in the process after the task forces have completed their work in December.

Joe asked Mike Wold, one of the Napa Group consultants, to provide a review of the objectives and process for the task force. After showing a graphic of the visioning organization chart to provide context Mike went over the key deliverable for the task force which is the Visioning Task Force Reporting Worksheet in detail and answered questions. He also mentioned that the Task Force is being asked to provide a narrative to communicate to the Committee for 125 that further explains the process used and the recommendations. He then went over the table providing initial scope ideas from the administration but mentioned that the task force should not consider these as constraining their visioning process. He also went through the Napa Group process handout highlighting areas that would help the task force do their work (e.g., diverging and converging process tips).

There was a comment that the Task Force would need baseline data from the staff on areas like the current enrollment. They were told by Katie that they would have access to all of the data that was provided to the Committee for 125 including enrollment data via a website that would be set up. There was a concern about how the task force would share data that they had collected and also research data that they might be requesting. Katie said that she would be working on a web based process for providing this information sharing capability.

A question came up as to whether the task forces should assume the current ETSU mission statement when they evaluate their recommendations relative to "Core Mission" on the Reporting Worksheet. Mike Wold said that his understanding was that for the visioning work the current mission statement should be used, but the task force can make recommendations to consider changes in the mission based on the visioning work they are doing.

There was a question about how President Noland's vision for ETSU as stated in his public presentations should be factored in. The answer was to use this as data but do not let this constrain the visioning work. The President's speeches will be on the website with the other resource material.



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In discussing the content, timing and form for the task force meetings, some members said that they would not be able to attend all meetings but could possibly tie in if a video conferencing capability was available. Katie said that she could set this up or use conference calling.

Holly Johnson, a Napa Group consultant, helped facilitate a discussion of the meeting content and timing. This is captured below.

Initial Project Milestones and Timeline

- October 2 Task Force Kickoff Meeting
- October 12 First Brainstorming Session (2:30 - 4:30pm)
 - Homework / research / pre-assignments for second session
- October 18 Second Brainstorming Session (1:30 - 3:30pm)
- October 22 Review of full range of ideas generated (1:30 – 3:30 pm)
- November 1-7 Midpoint Check-in conference of Task Force Chairs/Staff Leads
- Week of Nov 5-9 Meeting focused on prioritization of ideas
- Week of Nov 12-16 Meeting to confirm draft content for report
- Nov 19 or 20 Review and refinement of draft report
- November 28 Task Force deliverables due to The Napa Group
- December 4 Dress rehearsal for Task Force presentation
- December 5 Task force visioning presentations to the Committee for 125

Next Steps

- 1. Action for Task Force Members: 'Share what we know' - post data and information thus far on task force website for other task force members to see**
- 2. Task Force members to review background and research data prior to next meeting and begin to identify potential areas for recommendations in preparation for the brainstorming sessions.**
- 3. Task Force support**
 - a. Jeremy/Katie to:
 - i. Post Committee for 125 data and information references on website
 - ii. Create electronic team forum for each Task Force to communicate and collaborate going forward