

Summary of Essential Task Force Activities

The chairs of the task force of the New Millennium Strategic Planning Committee should include the activities listed below in their agendas (lists of things to be done).

Gather and Review Data

Review and use data from these items.

1. Goal review reports and appropriate goals and strategies from the 2001 Strategic Plan Update (required).
2. Relevant sections of the NCA Evaluation Team Report (April 2003 visit) and the common weaknesses from the unit self-studies which must be integrated into the university level strategic plan.
3. Pertinent documents related to the charge.

Review Findings and Develop the Recommendations for Improvements

To complete this section, refer to the package “Strategic Planning Task Forces: Making Recommendations for Improvements” on making recommendations for inclusion in the university level strategic plan for improvements.

1. Use the findings to identify strategic issues.
2. Prioritize the strategic issues.
3. Use prioritized issues to explore aspects of an action plan.
4. Evaluate the strategies.
5. Make improvement recommendations. Complete worksheet #6.

Send this information to D. Lipscomb, SUB-158, no later than January 10, 2005.

1. A summary of the findings
2. Worksheets #6 and #3
3. Any explanation or documents that clarify the items on worksheet #6

Hold a campus-wide meeting.

Members of each task force are responsible for holding one campus-wide meeting in order to share findings and recommendations for improvement.