

UWC - Budget, Finance, and Strategic Planning Committee Meeting
1:00 p.m., Friday, March 5, 2010, ATC 209

Members Present: Co-Chairs Carl Hilgarth & Cathy Mullins, Dave Todt, Ed Kehres, Mark Mirabello, Chris Kacir, Robert Mendris, Joe Van Deusen, guests Jonica Burke, Bob Trusz

I. Call to Order: Co-Chair Carl Hilgarth

II. Approval of Minutes:

Approved: Notes from February 12, 2010 and AQIP Process Diagrams from January 8 & February 12, 2010

III. Mapping of University's Process for Curriculum/Educational Policy Changes

Carl distributed a handout of the EPCC process and EPCC Submission Policy, with a chart done according to the language in the policy. The lengthy discussion filled the rest of the meeting time.

Points of Discussion on EPCC Proposals:

- Lag time between paperwork and revisions
- Efforts to make all signatures electronic – Print Shop can assist in creating them, but potential verification issues remain
- Deadlines for approval to ensure new courses are included in catalog – communicate them to deans, departments, faculty
- Eliminating the ‘hard copy’ may speed things up
- How to follow the electronic version and avoid “bottlenecks”
- No wording changes after signed
- How to make sure amendments are incorporated
- Catalog deadlines aren't the only consideration – changes must also be made to degree audits, etc.
- This should be made a part of faculty orientation – **Provost Office will add it**
- Workflow software may help the process – **should check with Chuck and UIS**

IV. Continuation of AQIP Feedback Review and “Process Audit”

This will be continued at the next meeting in April, where the audit will continue with categories 4-6.

V. Old Business - Quick Updates

- One Card implementation is moving along
- 20/20 report is in the Print Shop

Next Meeting: Changed to Friday, April 16, ATC 201, 1:00 p.m.

Minutes submitted by Susan Montavon

Category Assignments

#1 Helping Students Learn

Ann Marie Short
Ed Kehres
Mark Mirabello
Jim Settle

#2 Accomplishing Other Distinctive Objectives

Robert Mendris
Darrell Rudmann

#3 Understanding Students' and Other Stakeholders' Needs

Brian Saul
David Bennington

#4 Valuing People

Elinda Boyles
Steve O'Rourke
Bane Sylvia

#5 Leading and Communicating

Dave Todt
Barb Kunkle
Liz Blevins

#6 Supporting Institutional Operations

Joe VanDeusen
Chuck Warner
Jonica Burke

#7 Measuring Effectiveness

Chris Kacir

#8 Planning Continuous Improvement

Carl Hilgarth

#9 Building Collaborative Relationships

Cathy Mullins