

22 June 2006

To: President Rita Rice Morris

From: Michael B. Fiske, Chair Strategic Planning, Budget, and Finance Committee

Re: Report on Strategic Planning, Budget, and Finance Committee Activities, 2005–2006

Committee membership is found in Table 1.

The committee met on the following dates:

9 September 2005	27 January 2006
30 September 2005	17 February 2006
21 October 2005	10 March 2006
18 November 2005	7 April 2006
6 January 2006	3 June 2006

Charges to the committee and actions taken are outlined in the following.

Serve an advisory role to the Shawnee State planning processes, including coordination of AQIP Action Projects.

The committee reviewed possible action projects before the Strategy Forum in October. Revisions were made in the four Action Projects. The 6 January meeting was a kickoff event for the Action Projects.

Progress reports on Action Projects are given at each committee meeting.

Provide the link among quality improvement, and accreditation so these processes are complimentary and coordinated.

In addition to providing advice and feedback on Action Projects, members of the committee will be involved in writing the Systems Portfolio for AQIP.

Build upon your earlier work identifying peer comparators to identify data necessary to establish benchmarks and comparisons of progress on planning and quality improvement initiatives.

Benchmarks and data were discussed, but not much progress was made. As initial work on the Systems Portfolio is completed this summer, the need for specific data will be identified and shared with the committee.

Serve in an advisory role to the University Budget development process.

Initial budget guidelines were given at the 27 January meeting. VP Murphy presented regular reports on the budget process. Advice was given.

Communicate the work of the Committee to the entire campus.

Committee members who represent governance groups make regular reports to these groups. Committee minutes are available at

<http://www.shawnee.edu/com/stc/minutes.html>.

The committee met with Director of Communications Jeff Perez to discuss communication needs.

Make a recommendation for a name change that better reflects the role the committee is taking in the continuous improvement process and its work with the Director of Planning.

The committee recommended to President Morris that the committee be renamed the the Budget and Academic Quality Improvement Planning Committee (BAQIP).

The committee was asked to make a recommendation on terms of service for members of the committee.

The cycle recommended to President Morris is in Table 2.

Michael Fiske, Kitty Linde, Pat Carson, and Ann Wiard have completed their terms.

**Strategic Planning Committee Membership
Shawnee State University, 2005–2006**

Name	Unit	Position
Pat Carson	Administration	Director, Purchasing and Printing
Michael Field	Administration Ex officio	Vice President for Academic Affairs and Provost
Michael B. Fiske*	Faculty	Chair, Department of Mathematical Sciences
Kelly Hatas	Student	
Carl Hilgarth	Faculty	Chair, Dept. of Ind & Engineering Technology
Ed Kehres	Faculty	Senior Instructor, Occupational Therapy
Barb Kunkle	Faculty	Professor, English
Mary Linde	Faculty	Professor, Medical laboratory Science
Cathy Mullins	Administration Ex officio	Assistant to the Provost
Roger Murphy	Administration, Ex officio	Vice President for Business Affairs
Chris O'Connor	Faculty	Associate, Professor, Mathematics
Steve O'Rourke	UAA, hourly	Facilities Technician
Jared Shoemaker	UAA, administration	Assistant Director, Athletics/Sports Information Dir.
Dave Todt	Administration Ex officio	Associate Provost
Joe VanDeusen	Administration	Assistant Director, Facilities
Chuck Warner	Administration, Ex officio	Director, University Information Services
Ann Wiard	Student	

*Committee Chair

Table 1

Two, Three and Four-Year Rotation Cycle for Strategic Planning Committee Membership

Ex Officio

Position	Current Occupant
Vice President for Business Affairs	Roger Murphy
Provost, Vice President for Academic Affairs	Michael Field
Associate Provost, Director of Institutional Planning	Dave Todt
Director, University Information Systems	Chuck Warner
Assistant to the Provost/Academic Grants Officer	Cathy Mullins

University Faculty Senate—Three-year rotation

Years Remaining	College	Current Occupant
1	CAS	Michael Fiske
1	CPS	Kitty Linde
2	CAS	Chris O'Connor
2	CPS	Carl Hilgarth
3	CAS	Barb Kunkle
3	CPS	Ed Kehres

University Administrative Assembly and University Staff Assembly—Four-year rotation

Years Remaining	Governance Group	Current Occupant
1	UAA, Administration	Pat Carson
2	UAA, Administration	Joe Van Deusen
3	USA, Staff	Steve O'Rourke
4	UAA, Administration	Jared Shoemaker

Student Government Association—Two-year rotation

Years Remaining	Governance Group	Current Occupant
1	SGA	Ann Wiard
2	SGA	Kelly Hatas

Table 2

