

10:00 am – 11:30 am

Goodwin Forum

## 1) Goals and Assessment

→Goal (University) >Why? > Yellow > needs assessment

→Outcome (University/Division) > What does success look like? > Blue > needs assessment

→Objective (Division/Unit/Department) > How? > Green > needs assessment

→Task (Unit/Department) > Who by When? > Red needs Checklist

Soon there will be a software tool to link the annual process of assessment across the University.

## 2) Strategic Plan

There is a Strategic Plan Oversight Committee, a Strategic Plan Coordinating Group and (Soon to come) a Strategic Planning website to track initiatives.

The managers emphasized the importance of having synergy across the campus when working on the goals.

A task force is working on the cyclical time line for planning and implementation. There will be annual calibrations.

Administrative Affairs will have another training with Lisa C. on Assessment and the Strategic Plan.

Next Administrative Affairs Manager's Meeting

Wednesday, January 20

10:00 am – 11:30 am

Green and Gold Room, Founders Hall

### **In attendance:**

Amber Blakeslee

Anthony Baker

Brian Mitchell

Dave Nakamura

Donn Peterson

Ed Goodeyon

# Administrative Affairs Managers Meeting

December 9, 2015

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Elizabeth Whitchurch  
Holly Martel  
John Packer  
Joyce Lopes  
Marisa D'Arpino  
Melissa Hansen  
Michael Burghart  
Michelle Anderson  
Mike Fisher  
Pat Comella  
Paul Vrabel  
Randy Davis  
Ron Rudebock  
Sandra Harpe  
Silas Biggin  
Sandy Wieckowski  
Stephanie Steffen  
Sylvia Shively  
Tall Chief Comet  
Tawny Fleming  
Traci Ferdolage  
Travis Fleming  
Trella Chunming  
Zachary Shelton