Committee members present:
Mike Carey, Associate Professor, Organizational Leadership
Dennis Horn, Dean, Engineering – Admin.
Patrick Lee, S.J., Vice President for Mission
Thayne McCulloh, Vice President for Administration and Planning
Nick Perrault, President, GSBA
Sue Weitz, Vice President for Student Life

This meeting was called for those Committee members who have a specific role in setting up the Strategic Plan SWOT Analysis group meetings, to discuss logistics and any questions or discussion needed to proceed forward with these group meetings.

The question was asked if the SWOT Analysis documents were going to be handed out at the beginning of the group meetings or if they were going to be distributed, from the Committee, prior to the meetings. After discussion it was decided that once a session is scheduled, the documents should go out both electronically and hard copy. Sending them out ahead of the meeting would allow time for the participants to reflect and jot down ideas to bring to the sessions.

Dennis asked if the Deans, etc, should attend their group’s session. Thayne felt this would be up to them but stressed that it also depended upon the group involved.

Identifying the facilitators was discussed next. Thayne said that he and Jason Swain could be facilitators, along with an outside person, but that there are limited funds in the budget with which to hire someone. Discussion followed about identifying other possible facilitators and anyone who would volunteer to be a facilitator. Fr. Lee volunteered to help. Mike volunteered to do the Faculty Senate session and any of the other faculty groups we might need a facilitator for. Sue and Nick said they could work out a schedule between the two of them to handle the student sessions. They were encouraged to let us know if they needed help because of the large numbers involved with the student groups. As far as other possible facilitators, it was also suggested that Thayne check with Maureen Sheridan, Joe Albert and Raymond Reyes to see if they would be willing to facilitate as well.

Next the Committee members discussed how best to facilitate the groups. Nick shared insight on the group that he had already facilitated (GSBA Executives) and how it flowed. He gave the session members the SWOT documents ahead of time and said it worked well. They had put some thought into it before arriving and Nick only had to get the session going. He used the SWOT Discussion Framework document with the internal and external components to capture their discussions and said it worked well also.

With further discussion, it was expressed that the facilitators would need to capture all common points and minority opinions. Discussion followed about how best to turn information into Thayne’s office. It was decided that the facilitators should turn the gathered information in electronically, **within 48 hours after the session**. At the same time, the facilitator should send the summarized information back to the group for their review to make sure the details were accurate as expressed and understood. The group should be advised that they have one week to contact the facilitator with any changes to the
summary. If there are changes or additions, the facilitator would then send those to Thayne’s office to
be incorporated into the original notes. The facilitator will keep the original notes and hold them in a
labeled file.

At the conclusion, it was affirmed that individuals should also be provided with the opportunity to send
individual feedback directly to the Committee using the form created for that purpose (included in
Facilitator’s Packet).

The meeting was adjourned at 4:35 p.m.