

Strategic Planning Committee Meeting

Outcomes

1. Understand what we are doing
2. Know where to find resources & tools
3. Finalize committee charter & subcommittee chairs
4. Next steps

Agenda

1. Introductions
2. Purpose of the committee
 - a. Roles and expectations
 - b. Review College of Charleston Strategic Planning Manual
 - c. Timeline, phases and deliverables
3. Overview of Materials/Resources
 - a. Planner
 - i. Files and Resources (make copies when you plan to use a document)
 1. Committee Roster/Spreadsheet
 2. Institutional Identity
 3. Focus Group Guides
 4. SWOT Matrix
 5. DPI Dashboard Template
 6. Existing Strategic Plan
 7. Charter
4. Update/Finalize charter
 - a. Assign subcommittee chairs
 - i. Faculty
 - ii. Staff
 - iii. Student
 - iv. Community Partners
 - b. Meeting cadence
 - c. Communication protocols
 - d. Ground rules, norms, and decision-making processes
5. Next Steps
 - a. Review current strategic plan
 - i. Conduct individual SWOT analysis
 - b. Review Mission, Vision and Values
 - i. Answer questions on pages 6, 7 and 8