I. Welcome and Charge to Committee – Amy Heaston
   - Amy Heaston called the meeting to order at 1:30pm.
   - Dr. Heaston thanked each of the committee members for agreeing to serve on the committee and gave the committee its charge to draft the COE Strategic Plan while aligning the new COE Plan with the University’s Strategic Plan.
     - Committee members were also given the following expectations to follow:
       - Engage internal-to-the college stakeholders (faculty, staff, and students) throughout the process.
       - Engage external-to-the-college stakeholders (other university faculty and staff, P-12 educators, alumni, community, etc.).
         - The following were suggested ways to interact with stakeholders: surveys, focus groups, town hall meetings, etc.
       - Create sub-committees as needed to complete the assignment.
       - Communicate often to the COE faculty and staff on the committee's work.
         - Dr. Heaston expressed the importance of remaining clear and transparent throughout the entire process.

II. Introduction of committee members and ex-officio members
   - Each member of the Strategic Planning Committee, and the one ex-officio member in attendance, briefly introduced themselves.

III. Overview of University Strategic Plan
   - A handout was given that discussed Georgia Southern University’s Strategic Plan for 2019-2024.
     - Regina Rahimi asked that committee members look over the handout to become familiar with the five pillars that will be the basis for the COE's Strategic Plan.
Members were also asked to start thinking about the Vision Statement and Mission Statement.

IV. Proposed Approach/Timeline

- For each pillar of the Strategic Plan, two committee members will serve to organize the feedback given at each focus group/“town hall” meeting.
  - One committee member will serve as facilitator while the other will take minutes.
  - These minutes will be shared in a Google drive to which all SP committee members will have access to.
  - Meetings will be held on both the Statesboro and Armstrong Campuses for each one of the five pillars.
  - One meeting will be held on the Liberty Campus to discuss all five pillars.
  - The committee discussed having an option for those focus group members who cannot attend their respective meeting to be able to give feedback.
    - A link will be established for them to do so.

- Committee members also discussed the need to create a protocol for these feedback sessions.

- The committee decided to have members of the committee choose a particular pillar to focus on. The persons working on that pillar will consider what stakeholders have interest in that pillar and then would schedule open forums or focus groups to provide input on that pillar only.

- Juliann/Jeff- Teaching and Research: Anne Katz/Matt Dunbar/Regina Rahimi- Student Success; Inclusiveness- Hollie Sisk/Janina Jones; Community Partners- April/Cinnamon/Regina; Institutional Effectiveness- Regina Rahimi/Hollie Sisk
  - Regina Rahimi will reach out to Helen Bland and Andrew Hansen, previous members of the University Strategic Planning Committee, to ask if they have an outline of the protocol they used for their meetings.

- The committee brainstormed ideas for stakeholders that they would reach out to (internal to the University and external in the Community) to garner feedback for their forums. This list included:
  - COE Alumni; COE Faculty, Staff, and Students; Military, Clinical Supervisors, COE Advisory Board, First District RESA, and other Bulloch/Chatham/Liberty County members of the community.

- The committee also discussed working on getting more representative percentage of its demographic to attend the focus groups for each pillar.
  - For example, the COE is comprised of a larger number of graduate students than undergraduate students. This differs from the University as a whole. Having a more representative body give feedback at these meetings would be beneficial to the College.

V. Establish Date/Time for meetings

- Committee members will give the co-chairs dates in September, October, and November that they would be available to hold their focus groups.
  - It was mentioned that afternoon/evening hours would most likely work best as to not interfere with work schedules of those attending.
  - The date to meet with the COE Advisory Board has been set for Saturday, November 2, 2019 at 10:00am.
♦ Hollie Sisk and Regina Rahimi will attend. Other members were invited to attend if they are available.

The following, tentative, outline was mapped out:

- Fall 2019 – Hold focus group meetings from September to November with various stakeholders. (there was some discussion regarding whether these would be “focus groups” or “town hall meetings”)
- December 2020/Early 2020 – compile information from all of the focus group meetings and share with faculty through the SP committee website.
- January 24th (10-12, Statesboro) – committee organize group participation for providing feedback and establishing recommended key performance indicators.
- January-Mid-February – Committee will send proposed Strategic Plan to COE faculty/staff to review and they will have one final opportunity to provide feedback.
- End of February – All feedback is due
- Early March – Committee finalizes proposal for COE Strategic Plan
- March 13th – Draft of Plan will be sent to Faculty/Staff
- April 13th – Committee will send proposed Strategic Plan to Dean/Senior Leadership Team

VI. **Google Drive, SPC website and other communication suggestions**

- Lisa Wilson, ex-officio member of the committee, already has the SPC website up.
- Website can be found under the Strategic Planning section (listed under the Faculty and Staff heading) on the COE homepage.
- A google drive folder will be created by Hollie Sisk to house meeting minutes from the focus group events.
- Regina Rahimi let the committee know that there will not be a vote taken on the Strategic Plan (per Dean Heaston), however all feedback is welcome and will be considered.
- Faculty and Staff will have the opportunity to submit feedback via the website without having to attend focus group meetings.

VII. **Questions and Comments**

- There were no questions or comments at the conclusion of the meeting.

VIII. **Adjournment**

- There being no further business to discuss the meeting adjourned at 2:30 pm.

The co-chairs will be taking the feedback from this meeting and articulating the new process. This will be shared with the committee members next week by September 6th. The new protocol will be shared with all faculty and staff via the SPC Website.