

**PIE Council Minutes
Subcommittee 4
October 1, 2003**

Note: This subcommittee is charged with overseeing the development of the University strategic planning document.

Members Present: Sheila Adams, Mark Bean, Nora Miller, Bob Oyler

Members Absent: None

PIE Council Subcommittee 4 met on October 1 and made the following recommendations regarding the revision of MUW's strategic planning document:

1. W-2006 will serve as the foundation document for future strategic planning documents.
2. The MUW strategic planning document will be an evolving document that will contain strategic planning components for a five-year period. For example, the revision of W-2006 that will be implemented in the Fall of 2004 will include strategic planning through 2009. The title of the document will change to reflect the five-year planning period.
3. The strategic planning document will be designed to allow unit managers to monitor progress toward the established goals in an ongoing and efficient manner.
4. The strategic planning document will consist of two major parts. Those are the *Introduction* and *Strategic Planning Process*. The Introduction will consist of the following components:
 - A letter from the President emphasizing the importance of strategic planning.
 - A brief history of the institution including a brief history of planning at MUW. The MUW history that was submitted with SACS documents will serve as the history in the first draft. It can be modified and updated during the review process.
 - A planning context - This would include a summary of the opportunities and challenges for the institution over the next five years. These may be presented in subgroups such as internal and external opportunities and challenges; opportunities and challenges related to the budget or other specific aspects of the institution; or institutional strengths and constraints, etc. The initial planning context will be generated by the President's Cabinet and reviewed

by PIE Council for additions or other suggestions.

- Planning assumptions - The planning assumptions will be derived from the planning context. The current planning assumptions that are presented in the MUW Comprehensive Planning, Evaluation and Budgeting Guide will be modified if necessary based on campus feedback.

5. The *Strategic Planning Process* will include specific components for strategic planning at MUW. Those components are:

- University goals - The Goals in W-2006 will serve as the foundation for the University goals.
- Specific objectives with each goal.
- Action steps to achieve each objective.
- Responsible Individuals - Those responsible for implementing the action steps.
- Completion/Review Target Date - Provides timeline for completion.
- Assessment Methods/Criteria for assessment of progress toward the objectives.
- Estimated costs to achieve the objective.
- Actual results /status of the progress toward the objectives
- Use of the results to shape future planning.

6. The President's Cabinet will review the current goals and strategies (objectives) in W-2006 and make additions, deletions, or modifications and present the revisions to PIE Council and the University community for review.

7. After the goals and objectives have been confirmed by PIE Council, President's Cabinet members will assign Key Personnel to devise the action steps and timeline.

8. The MUW strategic planning document will also contain trend data for key objectives when the data is available and applicable.

9. The attached table provides the suggested format for the components of the *Strategic Planning Process*.