

**USGPC  
November 3, 2003  
Meeting Notes**

Present: David Dauwalder, June Boffman, Roger Pugh, Fred Edmondson, Steve Filing, Steve Jaureguy, James Klein, Angelina Cunha, and Alex Taghavian.

Absent: Diana Demetrulias, Melissa Aronson, Renae Floyd, and Anne Harris.

Recording: Rosalinda Torres

Provost Dauwalder convened the meeting at 3:30 p.m.

1. Approve the revised master calendar
  - **Action:** The master calendar was approved.
2. Assess conformity of division goals/objectives with the 03/04 University Strategic Goals
  - **Action:** The USGPC committee agreed by consensus to request the following of the three vice presidents and from Anne Harris in the place of the VPDUR: Request-In two pages or less, provide a summary of how you're addressing the university's strategic goals in your division. In your summary, highlight the most strategic and critical elements of your division's plan. The committee plans to use the documents in the following ways:
    - a. To provide a summary of your division's plan that will be distributed university-wide to aid in our discussion of potential 2004-05 university goals and priorities.
    - b. To provide guidance to the University Strategic Measurements and Performance Assessment Committee in its development of appropriate measures for our 2003-04 goals and priorities, and
    - c. To help the University Strategic Goals and Priorities Committee evaluate how closely our division goals are aligned with the university's goals.
3. Develop the 03/04 goals and priorities implementation plan to forward to SP Steering Committee

**Why are we doing this?**

- a. Summarize the plan for the Steering Committee
  - b. Forward guidance to create measures
  - c. Help USGPC evaluate potential drift
  - d. Identify 3 to 5 critical division objectives under each priority
  - e. Think Strategically
  - **Action:** The committee will request the division heads to submit a two-page summary of how they are addressing the university's strategic goals. The summary of the implementation plan will include 1) the most strategic and critical elements, 2) possible indicators for assessment, and 3) progress to date.
4. Develop the process to collect and consider input from the university community regarding 04/05 goals and priorities

**How do we Develop 04/05 Strategic Goals?**

- a. Input from 03/04 goals
- b. Changes in Process
- c. Create a 5-page strategic goals document

Meeting adjourned at 5:00 p.m.

Next Regularly Scheduled Meeting: Monday, November 24, 2003, from 3:30-5:00 p.m. in MSR 380.