

Southeast Tech
Strategic Plan – Implementation Structure
EXECUTIVE SUMMARY

Purpose:

To provide the School Board an overview of Southeast Tech’s Committee/Team Structure changes and how these changes support the Strategic Plan. To describe the committee/team professional development opportunities in leadership for employees and to describe the improved reporting structure provided through committee/team by-laws, agenda/minutes, and connections to the institute’s Futures Team.

Administrative Recommendations to School Board:

Acknowledge the Strategic Plan – Implementation Structure Report.

Southeast Tech Committees / Teams & The Strategic Plan

Craig Peters, EdD
Southeast Tech Director of Academics

Executive Summary

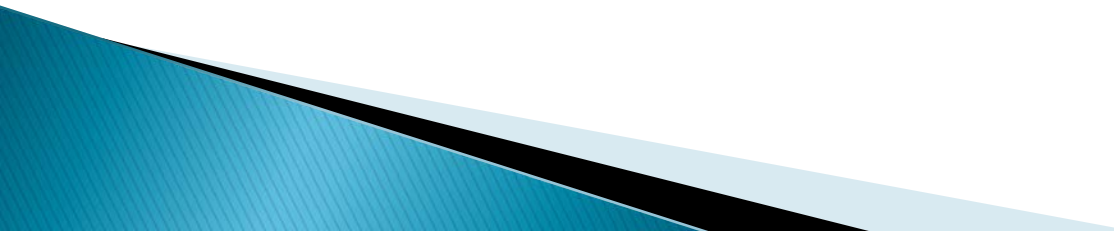
Purpose of Report:

To provide the School Board an overview of Southeast Tech's Committee/Team Structure changes and how these changes support the Strategic Plan.

To describe the committee/team professional development opportunities in leadership for employees.

To describe the improved reporting structure provided through committee/team by-laws, agenda/minutes, and connections to the institute's Futures Team.

Committee/Team History

- ▶ Committee – A standing or ad hoc group with the purpose of supporting specific institutional needs or requirements.
 - ▶ Team – A standing group with the purpose of supporting larger, more encompassing institutional needs, including Higher Learning Commission accreditation.
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Committees and Teams

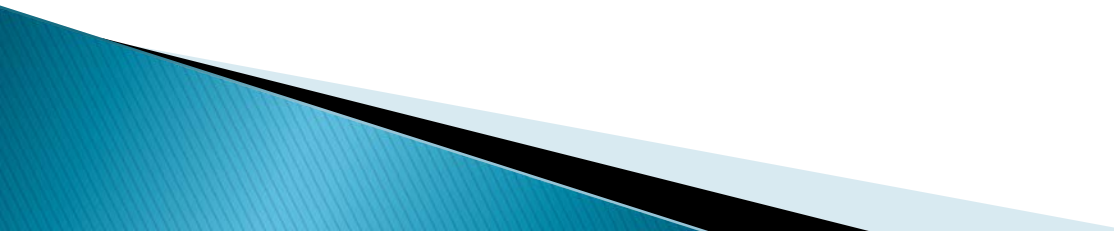
Committees

- ▶ Curriculum
- ▶ Credential
- ▶ Campus Technology
- ▶ In-Service
- ▶ JumpStart
- ▶ Safety
- ▶ Scholarship
- ▶ ELL/ESL/Placement
- ▶ Online Excellence
- ▶ Module Managers


Teams

- ▶ Futures
- ▶ Education Design & Delivery
- ▶ Celebrating Learning
- ▶ Student Success
- ▶ Campus Climate
- ▶ External Stakeholder Relationships


Leadership Opportunities

- ▶ Each group has a Chair and a Co-Chair
 - Chair is a faculty or staff member
 - Administrators are executive sponsors
 - Chair leads the group
 - Provides more empowerment, leadership development, and decision buy-in
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By-Laws

- ▶ Allows for ownership by committee/team members
 - ▶ Defines committee/team purpose and how the group functions
 - ▶ Helps assure membership rotation
 - ▶ Creates a consistent format across campus (based on Curriculum Committee template)
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Minutes / Agenda

- ▶ Provides for consistent minutes/agendas across campus
 - ▶ Assures tasks are assigned for follow-up and are completed
 - ▶ Holds members accountable
 - ▶ Includes goal section for easy visual and improved focus
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Minutes / Agenda

- ▶ Goal Section

Review of Progress towards College-Wide Goals for the year

Goal	Details	YTD Current	YTD Last Year
Complete CLO Review	Faculty, Staff and Advisory boards need to review all common learning outcomes		

Actionable Items

▶ Ongoing Record

New agenda/action items:

Item	Select Due Date	Owner	Expected Outcome
Elect Leaders	10/6/16	All	10/6/16 – Stephanie Entringer as Chair, Kaay Bowman as Vice-Chair, and Fenecia Foster as Secretary
Review Bylaws	11/3/16	All	Rough Draft – Kaay will work with Stephanie and Fenecia
Discuss plan for Common Learning Outcomes	Ongoing	All	10/6/16 Fall 2016 presented at faculty in-service about the need for reviewing Common Learning Outcomes and faculty provided edits on the rough draft of the Common Learning Outcome guide. Focus on key common learning outcomes that have to be assessed and remain common.

Reminder of Action Items:

Strategic Plan Implementation

▶ Strategic Plan

- Each section has been assigned to a specific institutional committee/team for implementation
- Added an External Stakeholder Relationships Team

▶ Futures Team

- Primary responsibility for Strategic Plan implementation and HLC accreditation
- Oversees all other committees/teams and assures connectivity

Strategic Plan Implementation

Futures Team				
Strategic Plan				
Higher Learning Commission - AQIP				
Student Success Team 1.2 Student Experience & Retention	Campus Climate Team 1.1 Internal Communications	Education Design & Delivery Team 3.2 Program Development 3.3 Program Articulation	External Stakeholders Team 2.1 Advocates & Influencers 2.2 Campaign Development & Management 2.3 Coordinated Messaging 3.1 Relationship Building	Celebrating Learning Team Higher Learning Commission Common Learning Outcomes Professionalism Communication

Strategic Plan Implementation

Southeast Tech Council

4.1 Legislation & Policy

Foundation Board

4.2 Grants & Philanthropy

4.3 Resource Campaign

Unassigned*

1.3 Institutional Planning & Excellence

* Consists of personnel, academic, technology, and planning

Recommendation to School Board

Questions?

Acknowledge the Committee/Teams and the Strategic Plan Report.

