**HUNTER COLLEGE**
**SENATE STRATEGIC PLANNING COMMITTEE**
**Meeting Minutes: April 7, 2010**

**Committee Members**
**Members Present:** Philip Alcabes, Cristina Alfar, Eija Ayravainen, Barbara Barone, Elizabeth Beaujour, Sarah Bonner, Sandra Clarkson, Andrew Polsky, Richard Stapleford, Bill Sweeney, Makram Talih, Len Zinnanti,

**Consultants**: Anthony Knerr, John Braunstein

**Members Excused:** Kristine Gebbie, Kinte Morgan, Tahira Pierre-Cadet, Darrell Wheeler, Patricia Woodard

**Proceedings**
Meeting called to order at 11:10 am

**I. Approval of Minutes**
Richard Stapleford motioned to approve the minutes from the March 24th meeting. Motion approved by unanimous consent.

**II. Overview of Strategic Planning Work Plan and Time Line**
Anthony Knerr (AK) and John Braunstein (JB) presented the Overview of the Work Plan and Timeline document to the committee. Discussion focused on the following areas:

a. **Meeting Schedule**
AK and JB suggested that the committee meet every three weeks or so to ensure there is a substantive body of material to work with at each meeting. Some committee members felt that the committee should meet more often in order to maintain momentum and suggested meeting every two weeks during the Spring semester instead. It was suggested that some of the meetings could be dedicated to small working groups, or to hearing from representatives from the various sectors of the Hunter community, etc. The committee agreed to keep meeting at least every two weeks during the Spring semester. The group also agreed that it would make sense to build into the work plan regular meetings to report out to the College Senate on status and progress.

b. **Hunter Community Interviews**
AK and JB reported that the initial round of interviews will be conducted over the next couple of weeks. The following interviewees are in the process of being contacted: Jennifer Raab, Vita Rabinowitz, Eija Ayravainen, Elizabeth Beaujour, Shirley Cohen, and Len Zinnanti. AK and JB will provide the committee with a draft interview protocol at the next meeting.

AK and JB also need to acquaint themselves with the other Hunter College campuses, whether through campus visits or through interviews/focus groups with members from the other campuses. Members of the committee pointed out that Hunter has very distinct campuses in regards to geography, culture, and mission so it can be difficult to get a sense of

the larger perspective while working at the campus level. The Strategic Planning Committee can help contextualize the information obtained at the other campuses so the focus remains on creating a Hunter College-wide plan rather than plans for individual campuses.

**c. Publicizing the Strategic Plan**

The committee continued to discuss ways of publicizing the plan to the Hunter College community:

i. **Email address –** an email address for the planning process has been established.

ii. **Website.** Len Zinnanti reported that a website is being created and there will be a prominent link to it on the Hunter College homepage. Among other informational material, approved minutes from each meeting of the committee will be posted there.

iii. **Senate News Bulletin.** The committee can submit progress reports for publication.

iv. **Electronic Survey.** The committee will create an electronic survey that will be distributed to the Hunter community through email blasts. AK suggested that the best time to do this may be early September, after the committee has gathered more information and a set of working hypotheses has taken shape. Committee members stressed the importance of designing the survey in such a way that the results can be analyzed in a meaningful way. It was agreed to discuss the survey in more detail at the June meeting and to recruit someone to advise the committee on survey design and implementation.

v. **Town Hall Meetings.** As sections of the document take shape they can be brought up for public discussion

**d. Committee Membership**

The committee discussed the importance of having active and committed student members. It was suggested that two more students be added to the committee, for a total of four student members. Ideally, there will be at least one graduate student and one non-Arts and Sciences student. Committee members volunteered to be in communication with one another to discuss potential student candidates.

AK stressed the importance of regular attendance at meetings as the planning initiative moves forward.

**III. Discussion of Senate Meeting and Discussion of Strategic Planning**

The committee briefly discussed the presentation of the Strategic Planning initiative at the Senate Meeting scheduled for later that afternoon.

**IV. Description of Typical Structure and Content of Strategic Plan**

AK and JB distributed a document entitled, "Sample Plan Outline and Terminology" as a general overview of the typical components of a strategic plan. This is intended simply to give the SSPC a sense of how the strategic plan might be organized and articulated, though Hunter will make the document very much its own in terms of voice, content and structure.

**V. Discussion of Central Strategic Planning Issues**
AK and JB asked the committee to outline the most important issues that Hunter College is grappling with. Topics the committee suggested include:

1. Physical Space
2. Workload
3. Structure of College
4. Technology
5. Research Infrastructure
6. Communication

The SSPC's discussion of these topics is summarized in a separate document, "Summary of Key Strategic Issues for Hunter, 4-7-10."

**V. Discussion of Initial Strategic Planning Questions**
In the interest of time, discussion of this agenda item was tabled for the next meeting.

**VI. Agenda for Next SPC Meeting**
The next meeting was scheduled for Wednesday, April 21 from 11:30 pm – 1:30 pm. Members were asked to bring a preliminary list of people to be interviewed during the second round, as well as their thoughts on scheduling focus groups and town hall meetings

**VI. Adjournment**
The meeting was adjourned at 12:57 pm.

Minutes submitted by Administrative Assistant, Allyson Foster.