I. **WELCOME**

Jeffries welcomed everyone. Since the purpose of this meeting is to develop a recommendation for the Provost, Cutrer will join the meeting at 4p to learn the outcome of the discussion. On behalf of Cutrer, Jeffries reported that the Campus Emergency Operations Team is meeting daily to monitor the H1N1 virus situation and issuing daily updates to the campus community. To date, no member of the campus community has been diagnosed with the H1N1 virus.

II. **REVIEW MEETING PROCESS**

Jeffries reviewed the purpose of the meeting, the beginning assumptions and the format for developing a recommendation to the Provost regarding units’ proposed programmatic goals for AY 09/10. Materials were distributed to participants via email attachment on 4/24/09 for review in preparation for this discussion. Participants will be divided into four small groups. To ensure all objectives are reviewed, each group will be assigned specific unit objectives to consider relative to alignment to the four Academic Affairs Strategic Plan Goals and the President’s five areas of focus for the University. Following a break, participants will reconvene and a representative from each small group will report the group’s findings. The goal will be to identify patterns, common elements, and areas of overlap or omission and to prepare a recommendation for the Provost regarding units’ programmatic goals for AY 09/10.

III. **SMALL GROUP BREAKOUT SESSION**

The small groups reviewed the unit objectives assigned to them using the compilation of narratives entitled “Subdivision Unit Planning Assumptions and Goals and FY 2009/10 Programmatic Goals” and the matrix entitled “AA unit Programmatic Goals, AY 2009/10” distributed via email on 4/24/09.

IV. **LARGE GROUP SESSION**

Each small group reported the findings of their review of unit programmatic goals. Jeffries kept a tally of the AA Goals and President’s Focus Areas supported by each unit programmatic goal.

V. **REFLECTION ON PROCESS**

Members offered the following comments about the process for today’s discussion:

- Clarification needed about the meaning of the AA Strategic Planning Goals
- Check assumptions about environmental realities/factors
- Evaluate matrix tool for future use
  - Number of checks across the matrix for a specific goal is not particularly useful – does not represent a qualitative review
  - Sort unit programmatic goals either by the AA Strategic Planning Goals and/or the President’s Focus Areas for the University
  - Programmatic goals should be prioritized by units
  - Units should identify the AA Strategic Planning Goal(s) and/or President’s Focus Area(s) supported by each programmatic goal, and AALC/BLP will review/confirm
Jeffries will collate the data from the small group reports. As was expected as the Division initiates this new strategic planning and budget development process, adjustments to improve the process will be made based on our experiences. Jeffries will draft a proposed revision to the methodology based upon the discussion during the reflections on the process.

VI. ADJOURNMENT

Cutrer thanked everyone for their participation. There being no further business, Cutrer adjourned the meeting at 5 p.m.

Submitted by
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Staff to the Academic Affairs Leadership Council