**Planning & Finance Committee Meeting Minutes**

**September 12, 2018**

**Present:** Noel-Elkins, Turner, Lagunas, Mainieri, Lacy, Solebo, Hendrix, Ferrance, Kalter, Bates, Roberts, Standridge

**Not Present:** Torry, Marshall

**Meeting purpose:** Discuss which priorities from the 2018-2019 Institutional Priorities Report are the most relevant for the committee to address this year

**Committee member introductions**

**Review of committee charge**

* + Review blue book committee description
	+ Clarified the committee duty to appoint a member to the Academic Planning Committee – Senate Chairperson who serves on planning and finance committee always serves on Academic Planning Committee for the year to maintain continuity with Senate and have institutional memory available to academic planning committee

**Discussion of committee’s priorities for the year**

* Committee history
	+ In Fall and early Spring, invite guests to present on various priorities determined by the committee
	+ Spring spent drafting one institutional priorities report
	+ 2017-2018 committee members proposed and agreed upon new process to make reports more useful and productive
* New process proposed last school year
	+ Committee will identify top priorities
	+ Committee will consider one priority at a time
		- Will invite constituencies from around campus who can speak to that topic
		- Will stay on one issue before focusing on a new one
		- Will craft a report for each priority
		- May craft a final summative report at end of the year
* Consideration of the 13 priorities from the 2017-2018 Institutional Priorities Report
	+ Committee members each indicated the five priorities from the list they felt were most relevant and important for the committee to address this year
	+ Five priorities had the most tallies
		- I-3 Fine Arts Complex
		- I-4 Enable more students to enter desired majors
		- I-5 Increase the number and amount of graduate assistant stipends
		- I-7 Increase the number of quality online degree programs
		- III-1 Increase the number and value of student scholarships and financial aid
	+ Priorities were discussed further
		- Up the value of student scholarships and financial aid
		- Issues with student retention needs to be focused on
		- Possible focus on different model for financial aid and scholarships
	+ Enable more students to enter desired majors
		- Deciding what the possible departmental needs will be for each admission
	+ Fine Arts Complex
		- Committee indicated that a statement from the committee supporting the administration's continued efforts to pursue the release of those funds would be most appropriate as opposed to exploring that priority in depth given the current state of that item
	+ Increase the number and amount of graduate assistant stipends
		- Members advocated for increased stipends and need for better pay
		- Discussion about waiting on considering this item until after the vote regarding the Teaching GA union
	+ Increase the number of quality online degree programs
		- Clarification that this item is intended to address degree programs rather than individual courses
	+ Monitor efficacy of support services for international students
		- Need to understand if needs are being met for international students
* Other considerations when considering priorities for the year
	+ - Want to maintain flexibility throughout the process to pursue priorities that arise throughout the year as necessary
		- Need to ask ourselves which items the committee can meaningfully explore and influence
	+ Consideration that committee may be able to merge some priorities into larger themes – concerns that some issues would not receive ample exploration if folded under a theme

**Other items on committee’s issues pending list**

* Decide where these items fit on the priorities ranking
* Foundation policy
	+ Finish the work of the previous year’s committee and move forward to Executive Committee
* Administrative cost
	+ Review of the proportion of institutional resources are dedicated to administrative costs
	+ Need to determine how appropriate data will be found: start at Milner and then with PRPA
	+ Suggestion to form a subcommittee to gather data
* Will discuss how these fit in with other priorities at 10/10 meeting

**Final Comments:**

* Looking for more faculty members for a full committee
* Next meeting will be a joint meeting with Administrative Affairs & Budget Committee in the Founders Suite at 6 pm on September 26
* Following meeting will be on October 10 in Spotlight room at 6 pm
* A survey will go out prior to 10/10 meeting for further discussion of priorities