

To: CDC members
From: Elleen Bender
Subj: Response to meeting with Chancellor Reck: Next steps
Date: April 27, 2002

Thanks so much for your attendance at what I think you'll agree was a most promising meeting with Chancellor Reck. Clearly, our work will have her support, and she is more than eager to help us meet our goals. We also will be on her agenda during her next visit to IUSB on Monday, May 20, for those of you who can attend. In addition, she has pledged to support our planning retreat next Aug/Sept., and has even volunteered to support a retreat for the Campus Directions Committee this summer, should we be interested in holding one. Thus, I'm writing to you all to suggest and discuss the "next steps" in our work between now and when Chancellor Reck officially takes office July 1.

FYI: I will be duplicating and sending each of you a copy of the packet of materials I prepared for Chancellor Reck. This will include brief status reports on all six task forces, plus background material. (such packets should also be useful for persons to be added to the CDC in the future.)

You have already been invited by Vice Chancellor Guillaume to attend a meeting called for May 10, when we meet with colleagues involved in strategic planning to exchange ideas for the future. As you also know, the CDC has already agreed to meet (those of us who can) on May 15 and June 14 at 1:30 pm in DW 3160. Importantly, in both May and June meetings, we need to plan and discuss the next steps for the CDC.

These will include:

1. Submission of "situational analyses" to Chancellor and Campus after July 1. (post on web; duplicate in some fashion (do we want to compile a report like "Foundations"?); presentation at fall Senate meeting,)
2. Plans for a summer CDC retreat (sometime in July) (small subcommittee to outline)
3. Plans for the fall CDC planning retreat (need volunteers for a smaller planning committee)

Here are further details of the meetings scheduled for CDC members in May and June:

May 10, 2002: 10-12 am. Joint meeting with Vice Chancellor Guillaume: Strategic Planning at IUSB and the new Accreditation Standards

CDC members to meet with Budget, Gen Ed, Assessment committee, Deans, to review planning efforts in all these areas and discuss the new NCA standards. Task force chairs should be prepared to report (briefly) on the work of their Task Forces this year (a briefing on your situational analysis)

May 15th CDC meeting: 1:30 pm, DW 3160

When we meet on May 15, all task force chairs should bring their "draft" reports, with an "executive summary" from task force co-chairs summarizing your work and most important "findings": i.e., that might include your definition of the topic and its major subtopics for exploration next year; a list of their key topics, the results of surveys, listing of those groups or individuals consulted or contacted this spring in the course of developing, and some key observations about strengths and challenges or "gaps" that already exist. To conclude these draft reports, TF co-chairs should plan their "next steps" for the fall: what kinds of individuals should be sought to "fill out" the task forces? What might their planning goals be? Who should be involved in their discussions, focus groups, information sessions?

Are there any current task force members who should be invited to continue the work next year? It will also be important to consider assessment questions. How can we measure whether we are meeting our goals?

On May 15 we will review these drafts together, exchange ideas, make suggestions, etc. Please make copies of your "executive summaries" for CDC members (if you get them to John in advance, he can prepare those copies.).

We will also be discussing the possibility of a July CDC retreat at this meeting, and draft a proposal to discuss with Chancellor Reck. In addition, we may have a chance to work on an outline of the fall campus CDC planning retreat. I will form two small sub-committees to formulate some suggestions for each of these events.

May 20 meeting with Chancellor Reck.

Those of you able to attend are invited to meet with Chancellor Reck when she visits IUSB Monday, May 20. I think that Chancellor Reck will be interested in looking over the copies of those summaries from each of you and hearing from us about what we've learned at our May 10 and May 15 meetings.

June 14 CDC meeting: 1:30 pm DW 3160

Our June 14 meeting may or may not coincide with her next visit to campus; I don't expect Chancellor Reck to be involved. My plan for that meeting is to put the final touches on these situational analyses, updating information and material we reviewed in the May exec summaries. I'm hoping that each task force will give me their reports on disk at that time, so I can edit them for presentation to the chancellor and the campus after July 1.

July 1, 2002: Submission of Task Force "phase one" reports
Posting on <http://www.iusb.edu/~cdc>

Quite a busy schedule! And it couldn't come at a busier time. But this CDC schedule also underscores the importance of our work, both to the campus and to campus leadership. Please let me know if you have any questions. My personal thanks again for the impressive work you all have done this year, which will serve as the foundation for IUSB's future campus strategic plan.

Eileen

PS: Under separate cover, I'll be sending you a "questionnaire" to find out both your availability for summer activities (including a possible July retreat) and your plans (availability, planned sabbaticals, etc.) for 2002-3.