



**Strategic Plan Refresh**

**Meeting 1**

<b>Date/Time:</b>	8/24/18, 10:30am	<b>Location:</b>	ERC
<b>Meeting Called by:</b>	John Zimmerman	<b>Attendees:</b>	UNM-G Strategic Plan Committee Members
<b>Facilitator:</b>	Brittany Babycos	<b>Please Read:</b>	2015-2019 UNM-Gallup Strategic Plan

**Agenda Items**

<b>Topic</b>	<b>Presenter</b>	<b>Time Allotted</b>
<ul style="list-style-type: none"> <li>Overview of Strategic Plan Refresh Purpose, Goals, Deliverables Participation &amp; Commitment Timeframe to Completion Measuring Progress Weekly Updates</li> </ul>	John	10 min.
<ul style="list-style-type: none"> <li>Review SWOT Analysis Results Should be tied to mission</li> </ul>	John	10 min.
<ul style="list-style-type: none"> <li>Assessing the Current Plan Identify &amp; Review Themes, Strategic Directions, Pillars from Survey Align Themes with current plan (keep, modify, cut)</li> </ul>	John Group Discussion	30 min.
<ul style="list-style-type: none"> <li>Planner Logistics All paperwork/ notes Task Assignment/ Accountability Monitoring Progress</li> </ul>	Brittany	5 min.
<ul style="list-style-type: none"> <li>Homework Assignment See Below</li> </ul>	Brittany	5 min.
<ul style="list-style-type: none"> <li>Summary of Meeting 1</li> </ul>	Brittany	5 min.

**Items to Complete on Your Own Prior to Meeting 2**

1. Log into Office 365 Planner & locate the “UNM-G Strategic Plan Refresh” board- email Brittany with any questions about using Planner
2. Submit Theme/Pillar proposals to Brittany **by Sunday, 9/9/18, end of day** (authors remain confidential)
3. Vote on Themes/Pillars anonymously through SurveyMonkey link **between Tuesday, 9/11/18 and Thursday, 9/13/18, end of day** (Brittany will email the link)