

## **Process Committee**

Summary Points of Meeting

December 26, 2008

Sinclair Library Room 110

8:00 am – 9:30 am

Attendees: Alan Teramura, Mary Tiles, Christine Sorensen, Gregg Geary, Keith Sakuda, Peter Crouch, Walt Niemczura, Ann Sakuma

Not in Attendance: Brian Taylor, Klaus Keil, Jaime Sohn, Ming-Bao Yue, Ashley Maynard

Based upon the 2008 Organizational Charts, Academic Affairs also includes non-academic programs such as International and Exchange Programs, OFDAS, and UH Press.

The draft prioritization process was reviewed by the committee and updated for clarity to ensure that each specialization/track would be reviewed in order to maximize the benefits of the process. All units/programs should be examined objectively without exception.

- Include websites (strategic planning, institutional proposal, etc.) where applicable.
- Incorporate a timeline to ensure completion by campus units.
- Use questionnaire format for areas that do not fit rubrics, such as for OVCAFO.
- Include the mandate of the Process Committee at the beginning of the draft.
- Address how other processes fit in or do not fit in with this one.
- Include language regarding the strategic use of existing resources into intro statement.
- Include explanation of the rubrics for the different areas.
- Include the contact number for IRO reports if there are any questions regarding data.
- Units/programs should have flexibility to build their case based upon reliable data.
- Process to be informative to units at all levels.
- Scores that include an N/A should be marked with an “\*” to highlight for review.

This process should fit in to the strategic planning process for next year and be the starting point for budget reallocations.

The committee recommends the book “Prioritizing Academic Programs and Services: Reallocating Resources to Achieve Strategic Balance” by Robert C. Dickeson to MET to establish a common group perspective.

Issue: Chairs serve in non-supervisor roles. Their role would be as a facilitator of discussion and information. Who at the college level should be involved in the second level review? Leave it to Deans/Directors? Each unit is organized differently and thus, would recommend that

Deans/Directors form an advisory group at the college level which includes Chairs, Deans, Associate Deans, and others as needed.

How do we refresh the strategic plan? Recommended a process whereby the results of the prioritization process are used to update the strategic plan.

Next Step: Send final draft to VCs and Chancellor for their input and buy-in. Implementation of the process will be handled by the Budget Workgroup or a newly appointed Advisory Committee if approved by the Chancellor to move forward.