

MINUTES  
LRPC Meeting  
January 15, 2009  
125 Bowers Hall

Present: Chris Cirmo, Diane Craft, Mel King, Dave Ritchie

Chair Cirmo convened the meeting at 1pm.

Ritchie moved and King seconded approval of the 12/05/09 minutes. Approved.

Cirno emailed a request for consensus on spring meeting dates. Please respond to that email such that we can agree on a meeting time for the spring, and schedule our first spring meeting as soon as the week of January 26. Send email responses to Cirno and to his secretary as per instructions on that email.

Cirno reported on the Strategic Planning Steering Committee (SPSC) meetings since the last LRPC meeting. That committee is now actively working to streamline and develop a new SUNY Cortland Mission Statement. This will not be a “redefining” process, but more of a “wordsmithing” process to develop a concise and pointed mission statement. That committee circulated an email distributed/web-based survey instrument in December and is collecting data on a template through January 16. The next effort will be to analyze the responses and develop a draft Mission Statement for distribution and vetting via campus presentations by mid-February. The Mission Statement portion of the charge of that committee will be completed by late February. It was agreed that the LRPC cannot really begin its collection of priorities from all Academic Unit Heads until this Mission Statement is formalized.

Cirno presented the LRPC Charge and Procedures to Joint Chairs’ Council on December 1 and received an overall positive response, including several suggestions. These have been incorporated into the new proposal (see attached to the email to which these minutes were sent) which will be placed on Senate agenda at the Jan 27 Faculty Senate Steering Committee meeting to be submitted for approval by the Senate at their Feb 3 full Senate meeting.

The LRPC web link found on the Faculty Senate’s website (<http://www.cortland.edu/senate/links/>) was found to contain mainly outdated information not useful to the current LRPC. It was agreed that all outdated information would be removed from that site, and that we would add current LRPC minutes and other links as they come available, including the proposal to the Faculty Senate. Dave Ritchie has agreed to marshal this effort and Cirno will forward pdf versions of all prior minutes and the proposal to the senate. On that same website are the President’s Institutional Goals for 2005-2010 which the committee discussed and agreed are not wholly germane to our current discussions. This link will however be maintained on the LRPC site for the time being ([SUNY Cortland Institutional Goals, 2005-2010 \(12/06/05\)](#)).

A discussion ensued regarding the next steps to be taken by the LRPC after acceptance of the new SUNY Cortland Mission Statement. Cirno related to the committee that most of the responses to his presentation at the Joint Chairs’ Council in December were to the point that without a clear new mission statement, it would be useless to collect information from academic units involving their priorities. We agreed that collection and analysis of current strategic plans,

although a noble goal which may still be pursued, would not be currently useful since these plans simply addressed the academic affairs strategic plan set out by the previous provost. In this regard, there was little to no prioritization of the goals, something which is critical in an atmosphere of budgetary challenges. In addition, the Provost has emphasized his goal of “prioritization of strategic goals” as part of the charge of the SPSC. It was agreed that upon acceptance of the new Mission Statement, the LRPC will pull together a web-based survey “template” to be sent to each academic unit requesting a response of five (or thereabouts) major priorities for their unit, based on the new Mission Statement. This template will be constructed by the Office of Institutional Research and Assessment (OIRA) and designed with input from the LRPC. It would be distributed to academic unit heads of Academic who come under the Division of Academic Affairs (see discussion in next paragraph). The template census results will be subjected to a “qualitative data analysis” (as suggested in an email from Sheila Cohen) to allow categorization, prioritization, ranking etc. to assist in a late spring presentation to the SPSC and the college community.

The committee then reviewed the Academic Affairs organizational chart found on the Provost’s webpage ([http://www.cortland.edu/administration/provost/strategic\\_planning.asp](http://www.cortland.edu/administration/provost/strategic_planning.asp)). Cirimo stated that upon review of this document, he found approximately 64 unit heads (e.g., department chairs, directors, coordinators) that would need to be queried for response to the strategic plan priorities “template.” Since there are 7 members of the LRPC who could be charged with doing the census of academic units (not including the student members or the President’s office ex-officio member), each would be responsible for approximately 9 academic units in gathering information for this next step. Discussion ensued on how to implement this charge. LRPC would seek to link committee members to census academic units closest to their academic home. For example, Diane Craft would be responsible for departments chairs within her school (Professional Studies; 5 departments), plus others closely related, such as the Director of Athletics, the Director of the SUNY Youth Sports Coaching Institute, and the Director of the Center for Environmental and Outdoor Education. Cirimo and King might divide up all chairs within the School of Arts and Sciences (19 departments). Details of this effort and charge will be discussed at the next LRPC meeting.

Cirimo will meet with the Provost and the President to determine the best way to “require” academic unit heads to respond to the template inquiry. This issue will be brought up at the next SPSC meeting by Cirimo. All agreed that the system is not completely efficient (e.g., some academic units heads will not share the template charge with their constituencies, there is no real way to force academic unit heads to respond), but that it was worth the effort to ensure a “bottom-up” response regarding the effort to build a viable and workable strategic plan which would have meaning to the campus community, and to the development of which they feel they have contributed.

The meeting was adjourned at 2:00pm.

Respectfully submitted,  
Chris Cirimo