Idaho State University’s
2018-2022 Strategic Planning Concept Paper

1. Strategic Planning Working Group: The Strategic Planning Working Group (SPWG) is a subordinate organization to the Institutional Effectiveness & Assessment Council (IEAC) that oversees Idaho State University’s (ISU) strategic plan and works with the IEAC to assess the Institution’s progress in achieving its vision, mission, priority objectives and the IEAC Subcommittees’ action plans. It also ensures the alignment of the strategic plan with the State Board of Education and subordinate plans and recommend updates of the plan to the IEAC. Approval by the IEAC is required to move forward with the establishment of this planning group.

   a. SPWG is composed of two groups:

      1. The general SPWG has 37 faculty and staff from various organizations across campus and its outreach Centers for Learning. The group makeup is:
         a. Pocatello (22)-- (Colleges-1 ea (5), DHS-3, Academic Affairs-2, Finance-2, Athletics-2, Research-2, Student Affairs-2, Advancement-2, ASISU-2)
         b. Idaho Falls (5) -- Departments (2), Staff (2), Student (1)
         c. Twin Falls (5) -- Departments (2), Staff (2), Student (1)
         d. Meridian (5) -- Departments (2), Staff (2), Student (1)

      2. The SPWG Steering Committee will report to the IEAC and is composed of a four-person team that is made up of three members from the general working group and a representative from ISU’ Institutional Effectiveness (IE). The Intuitional Effectiveness member represents the SPWG at IEAC Steering Group meetings. The Steering Committee will establish meeting dates, provide administrative support, and provide direction to the SPWG when assessing action plans and addressing alignment.

   b. The SPWG is responsible for:

      1. Creating the base strategic plan including the SWOT, Vision, and Priority Objectives and associated Measures.

      2. Ensures alignment of ISU’s strategic plan with the State Board of Education’s most current plan.

      3. Meets quarterly with the IEAC Subcommittees’ to validate alignment and review their supporting Action Plans and Measures.

      4. Works with Institutional Research to track core theme and priority objective performance and adjusts them if necessary.
5. Completes an annual review of the strategic plan to ensure it remains aligned with the State Board of Education, assessments remain current and makes recommendations for updates to the IEAC.

c. Once appointed to the SPWG, a member will be asked to complete between one and two years in the group. The time variance is by design because the staggered rotation will ensure continuity and regularly provide fresh perspectives to the group.

d. The Institutional Effectiveness Project Manager is responsible for training and facilitating the group and providing administrative support.

2. Requirements: The initial group requirements as a participant in the SPWG begins in August 2016 and lasts through May 2018. The SPWG will initially meet twice a month to develop the strategic plan’s base requirements. After those are complete in December, the meeting dates will occur quarterly. Below are the dates of the training event, the product development, and the subsequent quarterly meetings.

3. Selecting Group Members.

a. It is ideal if the invitation and the selection of the group could occur in May 2016. This eliminates losing as much as a month of planning time in the fall, which will result in the University not meeting the State Board of Education’s deadline of mid-March. As a way of gathering volunteers, the IEAC Chair could send an email out to all of the deans and vice presidents requesting volunteers from each their areas. It is highly recommended that at least one, if not two, individuals from Marketing attend the meetings because of the topics covered in both the creation of the SWOT and the Priority Objectives.

b. It is necessary to limit the number of participants to a maximum of 35 (20 each in Pocatello, 5 each in Meridian, 5 each in Idaho Falls, and 5x each in Twin Falls) to effectively facilitate the planning processes. If there is greater interest than space available, the IE Project Manager will work with the Assoc. Vice President of IE and IEAC Chair to narrow the list of volunteers. If multiple individuals wish to participate from the same organization, and it results in the SPWG exceeding the 35-participant limit, that organization’s supervisor will be asked to select the individual who would best represent their organization’s interests.

c. Participants from the outreach Centers for Learning will have the opportunity participate in the process through both face-to-face and video teleconferencing facilitated discussions. This will allow them the opportunity to provide input and have their ideas incorporated.

d. Once all three planning sessions are completed for each of the SWOT and Measures development steps, the IE Project Manager will write the plan and the SPWG will provide feedback before it is given to the IEAC and public for review.
e. To facilitate inclusion and transparency, each step of the process will have a 15 or 30-day time frame that individuals who wish to can provide feedback on the products. The SPWG will use that feedback when preparing the final draft documents for the IEAC Steering Committee’s review.

4. **Facility Requirements.** To effectively facilitate the Pocatello group, the SPWG will require a room that will allow the facilitator to break the larger group down into groups of five. That requires tables that are mobile and have sufficient space between the groups. A room size of 20’x30’ would be sufficient to support the activities. Also required is video teleconferencing capability, an audio/visual support system with either a large monitor or projector/screen combination. The outreach Centers for Learning will require a room with video teleconferencing capability and audio-visual capability.

5. **More Information.** Questions regarding this recommendation should be addressed to Darren Blagburn, IE Project Manager x1846 or blagdarr@isu.edu.