

## **Charge to the Steering Committee**

The Strategic Thinking Protocol is composed of two phases - Phase 1 is data collection - Phase 2 is Development of Strategic Intent. The Protocol's basic purpose is to guide the process and recommend a statement of intent.

### **Phase 1 - Data Collection**

The steering committee (a) helps identify individuals that the College should hear from, (b) attends monthly full College Meetings with external and internal individuals, and (c) takes notes and sends them to the coordinator for development of the Summary Statements.

### **Phase 2 - Development of Statement of Intent**

The Steering Committee meets monthly to discuss each of the 5 strategic conversation questions. After each meeting, a written statement is drafted for each conversation: i.e., mission, core values, aspiration, and priorities for action.

**Products:** The Steering Committee engages in the following process and is asked to create the following products:

1. The process should result in a statement of intent – (a) Mission, (b) Aspiration, (c) Core Values, and (d) Priorities.
  - The **Mission** statement should contain no more than three crisp, clear, and compelling themes in one sentence.
  - The **Aspiration** is our stretch statement of what we want the College to look like in 3-5-years. The aspiration statements specify a clear, concrete, measurable end but not the means.
  - The **Core Values** define what our College stands for and how it will act in the daily flow of activity. When these values are agreed upon no faculty member or support staff should be exempt from accountability to these values.
  - The process should result in clear **Priorities** for the College. Priorities focus the organization on what it needs to do to achieve its aspiration. They are not pre-identified goals. Instead they are best guesses of the areas the organization should explore to work toward its aspiration. The priorities should set clear direction for administrators and faculty to adjust their work priorities toward over the next two years and thereafter. Responsibility for the initiatives will be distributed, and individuals or group responsible should be held accountable for their success.
2. The draft of the strategic intent with mission, aspiration, core values and priorities should be presented to the full College for discussion at appropriate times and eventually officially adopted. Once agreed upon, this common vision should be articulated throughout the College community and be used to make hiring decisions, develop working relationships, and allocate resources.

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**Work Plan**

The following meeting schedule will be used to complete Steering Committee (SC) recommendations in a timely manner, and to share information, and listen to suggestions.

Month	<u>COE Meetings</u>	<u>Steering Committee Meetings</u>
<b>January</b>	Briefing on process –	Selection of SC
<b>February</b>	Student Perspectives -	Charge to the steering committee
<b>March 19 11:30-1:00</b>	National Perspectives & Professional Perspectives from those who study Colleges of Education.	Take Notes and send to JP for incorporation into Commentary
<b>April 16 12:15 - 1:30</b>	Media Perspectives - Post, Sentinel, Herald Tribune	Take Notes and send to JP
<b>May - July</b>	Inactive	Inactive
<b>August</b>	Data Presentations – what do we look like now?	Take Notes and send to JP
<b>September</b>	State and Local Perspectives	Take Notes and send to JP
<b>October</b>	FAU Perspectives	Take Notes and send to JP
<b>November</b>	Conversation #1 What do others expect from us?	Listen to Conversation - meet to discuss - prepare summary - - take Feedback & Adjust
<b>December</b>	<b>Inactive</b>	
<b>January</b>	<b>Conversation #2</b> What do we expect from ourselves?	Listen to Conversation - meet to discuss Draft Core Values - take Feedback & Adjust
<b>February</b>	Conversation #3 What is our mission?	Listen to Conversation - meet to discuss Draft Mission - - take Feedback & Adjust
<b>March</b>	Conversation #4 What is our aspiration?	Listen to Conversation - meet to discuss Draft Aspiration - - take Feedback & Adjust
<b>April</b>	Conversation #5 What are our priorities?	Listen to Conversation - meet to discuss Draft Priorities - take Feedback & Adjust
<b>May</b>	Present Full Statement of Intent for full discussion	SC Meeting - make adjustments based on feedback
<b>August</b>	Formal Adoption and assignment of action teams	Disbanded and Committee formed to oversee execution of Intent