



Planning Sub-Meet and Confer
Thursday, April 12, 2018

In Attendance: Lynn Akey, Pat Nelson, Matt Cecil, Mark Johnson, Tom Norman, Wendy Schuh, Steve Smith, Denise Thompson, Jason Bruns, Marilyn Wells, Mitchell Wallerstedt, Chad Wittkop, Kathy Prom and Mai Der Lee. Recorder, Angela Bosacker.

Welcome: Refreshments available as a thank you for your hard work this year

Academic Master Planning (Lynn Akey)

Review from our last meeting:

- Continue a high level of transparency and engagement in the planning process
- Increase information and engagement in setting projections for growth based on Market demand information
- Utilize a greater amount of data to inform planning
- Further articulate plans for program delivery mode and/or locations
- Further “tailor” planning forms to various areas
- Increase information and tools to better understand financial information at the department to program level
- Focus the planning effort on the vital few or most important

Group suggestions:

- Use and continue to build on existing plans
- Not to silo, try to look from the outside and at the University as a whole

How would Student Success be reflected as the center of our work? How would this be reflected within Academic Master Planning?

- DFW how to divert resources to help extra number of students who are in trouble
 - (Students who finish a course with a D/F or withdrawal)
- Curriculum Barriers
 - Look at student from 0-120
 - Declaring a major but not actual admitted into that major
 - Policies and procedures
 - Opportunity to review program requirements
- Student support services
 - What structure do we put in place
 - Preventive care before there is a problem
 - What would the academic package look like for extended education students services

- Graduate student success
 - What does this experience look like
- What questions do we need to ask as a part of Academic Master Planning?

Bookstore Contract Update (David Cowan)

- The 11 members of the Ad Hoc Bookstore Contract and RFP Committee have reviewed the submissions presented by two bookstore providers
 - Barnes & Nobel
 - Follett
- Six criteria were used in the University's RFP solicitation in which Barnes & Noble scored exceptionally well and was the groups chosen provider
- Sales Commissions:
 - 14.5 % of all gross sales up to \$3,000,000
 - 15.0% of all gross sales from \$3,000,000 to \$5M
 - 16.0% of all gross sales over \$5,000,000
 - 9.50% of all gross sales if digital (eBooks) and course materials delivered in the "First Day" model (courses that have textbook merged within course fee)

Strategic Budget Planning Update (Lynn Akey)

Appeal Process

- 17 programs to date have filed an appeal
 - All programs had 30 business days/class days to file an appeal after initial categorization
- Categorization Appeal Team is reviewing all the appeals. They have 30 business/class days following appeal submission
- Final categorization of programs will be published internally

Armstrong Hall Solution Update (Pat Nelson)

Armstrong Hall Steering Committee

- Reviewed space requests
 - significant reduction of square footage
 - types of space desired
- Discussed scheduling options (need to think about who and how the conversation should be started)
 - Leave as is
 - Common bell
 - Monday –Thursday
 - Monday – Friday
- Discussed the right size to ensure the correct class size for the correct room

Metro Baccalaureate Initiative–Progress Update (Tomas Norman and Paj Ntaub Lee)

- Designed to increase the number of Minnesota residents who have obtained their bachelor's degree in the metropolitan area:
 - Conducted team-based research
 - Building upon our current programming relationships
- Degree Completion Programs

- Applied Organizational Studies
 - Thirty three graduates summer 2017/spring 2018
- Communication Studies
- Elementary Education
- Iron Range Integrated Engineering
 - Doing well 25 graduates summer 2017/spring 2018
- Special Education
 - started program 3/4 years ago, just seeing graduates (13)
 - capped at 12 students per semester
- Twin Cities Integrated Engineering
- Discussed the following
 - Competitors
 - New Partnership Opportunities
 - Top Producing Programs
 - Nursing AS
 - Partnerships
 - Anoka Ramsey Community College
 - Century College
 - Next Steps
 - Looking at [meda-majors](#)

Meeting Closed at 3:30