

**Planning Sub Meet and Confer**  
**Thursday, November 1, 2012**  
**3:00 p.m. to 4:00 p.m.**  
**CSU 204**

**AGENDA**

Meeting Note Takers: Paul Schumann and Lynn Akey

Strategic Priority Fund Step 1: Idea Proposal Review

a. Identify Proposals Invited for Step 2: Full Proposals

- *The submeet reviewed the list of strategic priority funding proposals and the data generated from the Step 1 evaluations completed by the committee members.*
- *The submeet briefly discussed the strategies that were used in the previous strategic priority funding cycle to evaluate proposals that should move from Step 1 to Step 2.*
- *The submeet discussed the budget/amount of funding available to support strategic priority funding. It was shared that in the past up to \$500,000 has been available at the discretion of the President.*
- *The submeet discussed setting an initial threshold for identifying proposals to move to Step 2 by moving forward proposals using average score that would expend two times the amount of funding that may be available. This method would remove two proposals from moving forward. Submeet members advocated for a more stringent threshold.*
- *The distribution of proposal average scores, rater agreement in proposal scoring and, proposal criteria sub-scores were discussed.*
- *The submeet identified two proposals that appeared to be for the same project. The submeet determined it would request the two proposal authors to collaborate on one proposal for submission in Step 2.*
- *The submeet identified one proposal that overlaps with funds requested through institutional R&R. The submeet determined it would request the proposal author to address how an allocation of R&R funds would impact the need for strategic priority funds in a Step 2 submission.*
- *Submeet members suggested providing a proposal workshop to support the development of proposals and improve proposal quality.*
- *Majority consensus was reached to move the top 19 Step 1 proposals forward to Step 2 based on proposal average score.*

## Strategic Priority Fund Step 2 Template and Criteria

### b. Step 2: Full Proposal Template

### c. Step 2: Full Proposal Review Criteria

- *The submeet had a lengthy discussion regarding the differences/similarities between question 3 and question 5 of the Step 2 proposal template. The majority consensus was to merge the two questions and adopting \*\*\*\*\*.*
- *The submeet added a request for a budget narrative to question 7 in the proposal.*
- *The submeet added clarification to question 2 requesting proposal authors clearly explain how the project proposed is directly linked to a strategic priority.*
- *The submeet reviewed the criteria and reallocated points: changes were made to: Item 2 – 20 points, Item 3 – 15 points. In total 70 points will be awarded in the review of Step 2.*

## Campus Master Plan Update (R. Fields)

- *R. Fields announced that Cunningham Consulting has been selected to assist our campus in updating the campus master plan.*
- *Appointees to serve on the Master Planning Committee from bargaining units is in-progress.*

## Campus Bookstore RFP Update (R. Fields)

- *The campus bookstore contract with Barnes and Noble ends at the conclusion of the current academic year. R. Fields announced that the bookstore steering committee would be launching a Full RFP process shortly.*
- *Submeet members suggested/inquired as to how student and/or customer feedback might be collected within the RFP/selection process.*

## Student Engagement Update (L. Baer)

- *L. Baer provided a brief update on the campus student engagement discussions. She reminded the committee that student engagement would be a prominent topic at the upcoming Joint Budget, Planning, and Assessment Sub-Meet Meeting scheduled on November 13, 2012.*

## University Centers (M. Porter)

- *M. Porter provided a brief update on the University Center Inventory that was developed at the end of last year. W. Sandmann indicated that he is working to compile the purpose/mission for each of the centers. W. Sandmann indicated the list would be ready prior to the Step 2 proposal reviews in Feb. 2013.*