SMAC Minutes – 2013-Mar-15

Members present
Rick Adkisson, David Boje, Kathy Brook, Renee Brown, David Daniel, Pat Gavin, Ken Martin

The meeting began at 9:00am.

Order of business

1. Activity reports and the strategic management plan (SMP) supporting activities form
   SMAC discussed the draft outline of a new format for the college activity report (drafted by Cindy Seipel, Ken Martin, and David Daniel). Three goals of the new format were:
   1. Ease the creation of the end-of-year SMP supporting activities form.
   2. Encourage greater familiarity of faculty with the SMP goals.
   3. Provide a more up-to-date indicator of how the college is doing on its goals.

   It was noted that SMAC will undertake aligning the college’s SMP with the NMSU BTV (Building the Vision) goals, so that the current draft proposal would be outdated shortly. Concern was expressed about getting faculty to determine appropriate categories for activities. One suggestion discussed was to have a web form for submission of an activity that would facilitate selecting the category of an activity via menu selection. The original purpose of the Activity Report was also discussed. Dean Brook noted that good sets of minutes from college committees would greatly help with completing the SMP supporting activities form (Goal #2, above). The following outcomes were proposed and accepted:
   • The format of activity reports and the above three objectives will be discussed at convocation after the college SMP has been aligned with the BTV goals.
   • SMAC will develop an example format for committee minutes to help college committees provide usable information, particularly to help with ease the creation of the end-of-year SMP supporting activities form.
   • A memo will be sent from SMAC to CEC indicating the difficulty SMAC had with creating the end-of-year SMP supporting activities form.
   • SMAC will further discuss what can be done to promote good minutes in college committees.

2. Suggested SMP goals – especially aspirational / transformative goals?
   This was tabled due to time and will be addressed at the next meeting.

3. Timing questions:
   • Graduate program reviews by SMAC?
     - Not many programs have reported back on their programs, so this is still pending.
   • BAC meeting participation?
     - Scheduled for Thursday, April 11.

The meeting adjourned at 10:15am.