



Strategic & New Program Development Committee

Monday, November 26, 2012

10 a.m.

TRF 545; EGF 129

Members Present: Jason Pangiarella, Al Shervold, Mary Fontes, Brian Huschle, Jim Retka, Anne Temte, Dan Klug, Justin Berry, Steve Crittenden

Members Absent: Mark C. Johnson, Don Fischer, Sherry Lindquist, Shannon Jesme, Terry Wiseth

Recorder: Cindy Cedergren

Committee Purpose Statement: *Identify and develop partnerships and financial support to support existing programs and services and the development of new programs and services.*

Topic	Responsible Party	Discussion/Outcome
Focus on college's priorities	Temte	<ul style="list-style-type: none">Anne Temte reviewed the top priorities from the college's workplan for 2012-13. She will share copies of the workplan with this committee. The workplan serves as a road map for the college, which also aligns and encompasses MnSCU's strategic framework and 28 metrics as accountability measures. The workplan's priority goals are condensed into the following broad areas:<ul style="list-style-type: none">Student Persistence and Completion - SEM group is focusing onCompletion Rate (Time to Degree) – SEM group is focusing onComposite Financial Index (CFI) – Shannon Jesme will focus onDevelop New Resources – this committee will focus onThe area of Student Persistence and Completion have been selected as a Higher Learning Commission Pathways Project, on which the college will place emphasis, over the next six years before the next accreditation is due.If approved by the Legislature, approximately \$48 million will be available in the MnSCU budget over the next biennium for partnerships/projects with a match from business and industry.We need to pursue private funding to maximize our state resources.
Review of Minutes/Last year's activity of this committee	Klug	<ul style="list-style-type: none">The summary of survey results and resource chart developed by Fox Consulting in Feb. 2012 was discussed.The document titled "Grants Strategic Plan", compiled by Fox Consulting last year, will be used as a reference document.

		<ul style="list-style-type: none"> • Jim Retka will review the balance of funds and scope of the current contract with Fox Consulting.
Focus of Committee	Klug	<ul style="list-style-type: none"> • New Program development and support – review proposals, develop metrics • Institutional support • Institutionalize development and advancement for the future (build internal capacity) • Prioritize projects already identified • Serve as clearinghouse for work on building relationships with schools, under-represented populations, business/industry. (reporting to and sharing information with this committee)
New Program Proposals	Klug, Others	<ul style="list-style-type: none"> • Various members made the following suggestions for discussion: <ul style="list-style-type: none"> ▪ Dietetic Technician – online AAS ▪ Cosmetology – should it be reinstated? ▪ Medical Assistant – should it be offered again? • It was determined that the committee needs to utilize a process in which several aspects of any proposed program should be followed. Mary will forward the MnSCU policy/procedure for new program development to Cindy. Cindy will check with Shannon Nelson on previously used documents and methods of collecting and compiling data for new program development. Cindy will develop a shared folder for the N drive for committee use. Anne will provide a “Criteria for Consideration” document from another college.
Grant Proposal Ideas for Student Services	Pangariella, Fontes	<ul style="list-style-type: none"> • Jason P. briefly reviewed the grant proposal ideas compiled from TRF Student Services staff. The staff identified these ideas as potential areas where grant funding would support student success efforts without demanding significant increases in administrative time. <ul style="list-style-type: none"> ▪ ESL Module Development ▪ Streamlined student login portal/Mobile Site ▪ TRIO SSS grant • Mary Fontes reviewed the list of ideas generated by the EGF Student Services Staff. Topics ranged from “how to” videos for processes, childcare facilities or childcare funding, tutoring, more support programs, placement assistance, etc. • Jason and Mary will analyze the lists and determine how or what items fit into this committee’s purpose, and prioritize the projects, dependent on potential funding sources.

Next Steps/Assignments	Klug	<ol style="list-style-type: none"> 1. Anne will share documents regarding key metrics, the college workplan, and previous document used. 2. Cindy will locate, post and communicate to the committee new program development documents. 3. Jason P. and Mary will plan to attend an informational webinar on 11/29 regarding "Achieving the Dream", a program that focuses on student success and completion in higher education. Jason will review the RFP on-line (which is due 1/6/13), and will communicate information to the committee via email, on whether or not the program is appropriate and the RFP process is do-able within the timeframe. Jason will share information with the committee, and consult with Jim Retka, Shannon Jesme, and Becky Lindseth on whether the RFP could be developed under the current contract with Fox Consulting, and if they deemed the project appropriate to pursue; or if there is another source to develop an RFP.
Meeting Adjourned at 11:15 am		
Next Meeting Date		Friday, January 25, 2013; 1-2:30 p.m.; EGF 301; TRF 545

ccedergren/Committees/2012-13/Strategic & New Program Development 11.26.12 minutes