MINUTES

Present:
Amy Anguiano
Lori Baker
Dr. Angela Falconetti
Marilyn Herbert-Ashton
Rachelle Koudelik-Jones
Danielle Loveless
Chris Porter
Lisa Ridpath
Carol Rowlett
Dr. Robert Sandel
Debbie Yancey
Dr. Elizabeth Wilmer
Kevin Witter

Excused:
Chad Sartini
Dr. Annette Chamberlin
Callie Cary
Josh Meyer
Jennifer Pittman
Shivaji Samanta
Carole Tarrant
Kevin Witter

<table>
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<th>Topic/Person Reporting</th>
<th>Report/Discussion</th>
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<td>Welcome and Call to Order</td>
<td>The meeting was called to order by Dr. Sandel. Dr. Sandel welcomed Danielle Loveless, Staff Senate Chair, Ms. Lisa Ridpath, Vice President of Finance and Administrative Services, and Ms. Debbie Yancey, Dean of BTT and will providing interim leadership for Workforce Development.</td>
<td>N/A</td>
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<td>Review of July 14, 2015 Minutes</td>
<td>Dr. R. Sandel</td>
<td>The minutes were reviewed and approved unanimously by the Steering Team.</td>
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<td>Old Business</td>
<td>“Success 2021” Local Board Approval Ms. Herbert-Ashton reported that the Local Board unanimously ratified the “Success 2021” strategic plan at the September 17, 2015 meeting.</td>
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Ms. Herbert-Ashton provided an overview of the College’s new Strategic Plan “Success 2021” and the new VCCS Strategic plan “Complete 2021”. Both plans will begin in January 2016.

**Chancellor’s AY 2016-17 Objectives for “Complete 2021”**

Ms. Koudelik-Jones reported that in order for the VCCS to meet the Complete 2021 Goal to triple the number of credentials awarded annually by 2021, the Chancellor has established biennial objectives. The Objectives are organized using the Loss-Momentum Framework for Student Success. The four objectives include Connection, Entry, Progression, Completion and Affordability and Sustainability. These objectives were approved by the State Board July 16, 2015.

These objectives need to be tied into Virginia Western’s Strategic plan “Success 2021”.

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**New Business**

**Ms. Herbert-Ashton**

**Core Value Signage**

Our current Core Values are posted in all college buildings, including the college’s off-site facilities and will need to be replaced with the new Core Values.

Dr. Falconetti and Ms. Herbert-Ashton recently met with Mr. Witter to discuss procuring signage to reflect the college’s new core values. Per the Finance Office there is a budget “Strategic Initiatives” to support the procurement of the signage.

Dr. Sandel stressed the importance of knowing and following our new core values of diversity, integrity, respect, success and teamwork.

Mr. Witter to secure quotes for the signage and it is anticipated that the signage will be updated during the spring semester.

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**Ms. Koudelik-Jones**

**Next Steps and Monitoring Process**

The Institutional Effectiveness Office will be managing the monitoring process.

The three institutional goals as shared by Ms. Koudelik-Jones designed to be very broad yet easily adaptable to every area of the College. Each division will identify detailed objectives that will funnel downward to apply to

The Institutional Effectiveness Office will be meeting with the respective Vice Presidents to division goals. It was noted that Academic and Student Affairs crafted their goals earlier this fall.
Ms. Herbert-Ashton  

| Every sector of the institution. These goals/objectives will prove to be readily measurable and will tie back to the College strategic plan (and budget), the VCCS strategic plan, the Chancellors goals and the College goals, thus creating the full picture of Virginia Western.  

Dr. Falconetti asked if metrics would be developed for each of the three Institutional Goals. Discussion ensued and it anticipated that metrics will be developed.  

**Spring 2016 Planning Summit**  
A two to three hour Planning Summit will be scheduled in April.  

Steering Team members were asked to consider who in their respective departments should be invited to attend. The planning summit will serve as an additional monitoring tool and keep communication open across campus.  

There was some discussion as to the agenda and as whether metrics will be identified to support the three intuitional goals. The agenda for the planning summit will be discussed further at the next Steering Team meeting.  

| Dr. Falconetti and Ms. Herbert Ashton will work together on scheduling the next Steering Committee Meeting and the Planning Summit in April 2016. |

| **Next Meeting** | The next meeting will be scheduled in February 2016. |
| **Adjournment** | The meeting adjourned at 11:00 AM. |

Minutes Recorded by Marilyn Herbert-Ashton