

APPENDIX I

Description of Planning Process



University of Maine System

Strategic Planning Process

Board of Trustees



BOT Steering Committee for Strategic Planning

This committee will serve as the Steering Committee of the process, providing overall guidance and ensuring that the Trustees are kept informed of progress and consulted as appropriate.

Members: Jim Mullen (Chair), Chancellor Westphal, Greg Cyr, Susan Gendron, Charles Johnson, Don McDowell, Matt Rodrigue, Wickham Skinner, and Meg Weston.

Supporting Staff: Vice Chancellor for Academic and Student Affairs, Executive Director of Planning and Policy Analysis, System's Chief Financial Officer, and Chancellor's Chief of Staff



System-wide Task Force for Strategic Planning

This task force is charged with the work of the process: information gathering and analysis, assessment of potential future scenarios, refining proposed directions and strategies, and drafting the plan for review by the BOT Steering Committee and ultimately for BOT approval.

Members: Members of the BOT Steering Committee for Strategic Planning, Presidents, Vice Chancellor for Academic and Student Affairs, Executive Director of Planning and Policy Analysis, System's Chief Financial Officer, and Chancellor's Chief of Staff. Trustee Mullen and Chancellor Westphal are Co-Chairs of this Task Force.



Sub-Committees

Sub committees will be formed as needed.



External Constituents

External constituents will be asked for their input.



University Discussions

Students, faculty, and staff at each UMS university will be engaged in the Strategic Planning Process. They will first be introduced to the process through meetings with the Vice Chancellor and consultants, and then followed by university wide discussions.



University of Maine System

Steps to the Strategic Planning Process

Positioning the UMS for the Next Decade

STEP 1: GATHER INFORMATION

Scan the internal and external environments for information that will help assess the State's future needs for higher education and UMS's role.

- UMS Board of Trustee's retreat
- University visits
- Meeting with constituents
- Public at large
- Data collection and reports

This work will be on-going and conducted as needed. It will dovetail with University visits and Task Force meetings.

STEP 2: ANALYZE/IDENTIFY ISSUES

Examine information collected and develop a comprehensive Situation Scan which contextualizes the environment within which UMS must plan for the future.

- Conduct an analysis of the System's strengths, weaknesses, threats, and opportunities
- Identify trends

This work will also be on-going and integrated with University discussions and Task Force meetings.

STEP 3: ARTICULATE THE VISION AND CONFIRM THE MISSION

Come to agreement on the preferred future state of higher education in Maine and the role of UMS.

- Finalize the "vision" for higher education in Maine and UMS's strategic position
- Revisit/revise UMS's mission statement
- Form sub-committees as needed
- Collect additional data and conduct new research as needed

These steps will involve several Task Force meetings, BOT Steering Committee meetings, and interaction with the Board of Trustees.

STEP 4: FORMULATE A STRATEGIC PLAN

Produce a plan that will transform the UMS from its current position to its newly defined strategic position.

- Determine the actions needed for the transformation
- Determine the goals, objectives and measurable outcomes
- Generate a time-table and identify possible sources of funds for the transformation

STEP 5: SEEK PUBLIC REACTION

To seek consistency, acceptance, and support by all related parties, a draft document will be widely distributed and discussed.

- University communities
- Constituent groups
- Public at large

Producing the final document may involve one or more iterations of this step, which will be coordinated with state-wide conversations.

STEP 6: APPROVE/ANNOUNCE THE FINAL PLAN

The UMS Board of Trustees embrace, support, and approve the final plan.

- Widely distribute the plan to internal and external audiences
- Direct management to implement the plan