

STRATEGIC PLANNING AND BUDGET COMMITTEE  
College of Arts and Sciences  
Eastern Kentucky University

MINUTES  
Meeting of September 19, 2006  
Roark 107

Present: M. Austin, L. Kay, B. MacLaren, L. Noblitt, T. Otieno, M. Ramsey (Recorder), F. Ruppel, A. Schoolmaster (Chair), S. Tsiang, S. Wilson, G. Yoder.

1. The 2006-2007 organizational meeting of the committee was called to order by Dean Schoolmaster at 3:30 pm on September 19, 2006 in Roark 107.
2. Members introduced themselves.
3. A. Schoolmaster gave background information on the new structure of college committees and reminded those in attendance that as members of a college committee, they should strive to represent the best interest of a college as a whole and not just their individual departments.
4. It was agreed that the most efficient way to distribute documents to committee members is via electronic mail.
5. Marianne Ramsey was elected recorder for the committee. It was decided that minutes should be posted by the recorder no later than 14 days after each meeting.
6. Members reviewed committee responsibilities outlined in the draft policies and procedures for committee.
7. A. Schoolmaster distributed copies of the 2006-2010 College of Arts and Sciences strategic plan and requested the members to review it and provide feedback. Members were also requested to familiarize themselves with the university strategic plan.
8. Members were requested to review the draft policies and procedures for the committee and share their comments via e-mail. Subsequently the document, with any revisions, shall be voted on.
9. The committee will be reviewing and ranking strategic planning initiatives coming from the 17 departments in the college. The departmental strategic planning initiative requests are due to the dean's office October 13, 2006. The committee's recommendations will be due to the university October 23, 2006.
10. It was determined that 3-4 pm on Thursdays is the best meeting time for all committee members, followed by Tuesdays, the same time.
11. The next two meetings were tentatively scheduled for October 17 and 19, 2006.

The meeting adjourned at 4.30 pm.