

## VASFAA

### **BOARD - COMMISSIONER - COMMITTEE PLANS & REPORT FORM**

(Add additional objectives and status reports as needed)

**Committee:** Strategic Planning Committee

**Commissioner/Board Position:** Erik Melis

**Year (e.g., 2005-06):** 2005-06

**Committee Members:**

J. Vern Fairchilds, Bridgewater College – Chair  
Leter Daku, Virginia Tech, Tim Golden, VMI, Karen Bucher, Lord Fairfax CC, Erik Melis,  
George Mason University

**Standard Goal 1:** Promote components of the current Strategic Plan through Board, Committee Chair and membership actions. . [Strategic Plan 1.0, 2.0, 3.0, 4.1A (2,4), 4.1C (1-4)]

**Objective 1** (*HOW the committee plans to achieve the stated goal*): **Provide analysis of data provided by standing committees which interface with Strategic Plan 4.5a (1-4) Professional Development. Committees: Diversity, Electronic Services, Membership, Newsletter, Site Selection, Training, Sector, Awareness.**

**Status Reports of Objective 1** (*Please report your progress toward achieving the stated goals – this is where the committee provides updates to the Board, including any suggestions or modifications to the goal and/or the Strategic Plan*):

**Date:** 08-15-2005

**Report:** Our committee last year spent a lot of time and energy in getting the committee goals to to match up with the Strategic Plan. My thought was to take this year and focus upon one particular goal of the strategic plan and I have chosen Professional Development. Next, I decided to identify the various committees which interfaced with Professional Development. Certain committees will have more interaction than others and some not at all. The Strategic Planning Committee might find a particular committee requires extensive research and analysis and becomes the focal point of our analysis.

**Date:** 10/28/2005

**Report:** I can confirm that Tim Golden from VMI and Karen Bucher from Lord Fairfax have agreed to join the Strategic Planning Committee which has not met as of October 28. I plan to attend the VASFAA Leadership Symposium and see that the VASFAA Board is meeting earlier on Monday morning. I am comfortable with 5 committee members . I would like to have a copy of the of the goals and objectives for each committee. Could I pick up a set at the conference? Does it already exist on line ? If so, please direct me because I am not even a low tech survivor which is probably evident in my struggle to make this electronic update. I am thinking of having our first committee meeting in December or early January. A second meeting would probably take place in March or early April.

**Date:** 01/17/06

**Report:** The Strategic Planning Committee will hold its first meeting on February 22, 2006 at Bridgewater College from 10:00 am until 2:00 pm. We will review committee reports submitted to date to evaluate how they have interfaced with Professional Development. \_\_\_\_\_

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**Objective 2** (*HOW the committee plans to achieve the stated goal*): **Provide analysis of data provided by standing committees which interface with Strategic Plan 4.5b (1-4) Professional Development. Committees: Conference, Diversity, Electronic Services, Secondary School Relations, Awareness.** \_\_\_\_\_

**Status Reports of Objective 2** (*Please report your progress toward achieving the stated goals – this is where the committee provides updates to the Board, including any suggestions or modifications to the goal and/or the Strategic Plan*):

**Date:** 08-15-2005

**Report:** See status for objective 1 above

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**Date:** 10/28/2005

**Report:** Hoping to get the committee goals and objectives to review at our first meeting to establish what kind of analysis can be readily done and what might take additional work for a complete report.

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**Date:** 1/17/2006

**Report:** At our February 22 meeting we will review committee reports as of that date to evaluate interfacing with professional development

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**Objective 3** (*HOW the committee plans to achieve the stated goal*): **Provide analysis of data provided by standing committees which interface with Strategic Plan 4.5c (1-4) Professional Development. Committees: Conference, Federal Relations, State Relations, Training.** \_\_\_\_\_

**Status Reports of Objective 2** (*Please report your progress toward achieving the stated goals – this is where the committee provides updates to the Board, including any suggestions or modifications to the goal and/or the Strategic Plan*):

**Date:** 08-15-2005

**Report:** See status for objective 1 above

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**Date:** 1/17/2006

**Report:** Will review at our February 22 meeting.

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Date: 4/13/2006

Report: The Strategic Planning Committee held our first meeting on February 22 which started out as a snowy day and threatened to cancel our meeting. We reviewed handouts concerning professional development goals and objectives for each of the standing committees which interfaced with the Strategic Plan in this area. We decided to draft a survey and send it to each of the chairs of these committees for their input. Members of the Strategic Planning Committee took homework assignments to contact the chairs when the survey was available to send electronically. The survey was ready for electronic mailing by March 9 and the goal was to have committee chairs respond by April 1. We realized this was an ambitious reply date and have not yet received all of the surveys by committee chairs. The goal has been to have an analysis of the surveys completed in time for the VASFAA meeting in May and no later than the transition board retreat in June. This timetable is still within our reach. We reviewed the committee minutes that had been submitted prior to our February 22 meeting. Some committees had detailed reports while others has no recent updates. Part of the problem is due to the timing of work related to each committee as the year proceeds. We would suggest that the Strategic Planning Committee for 2007-2008 review this information as they make their plans and evaluation of the strategic plan.

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**Standard Goal 2:** Evaluate annually the established goals and objectives of committees and standard goals to ensure that they support the current Strategic Plan and report incongruencies to the Board. [Strategic Plan 4.4A (1), 5.0A (1-3)]

**Objective 1** *(HOW the committee plans to achieve the stated goal):* **Prepare a status report for the Professional Development Component of Strategic Plan.** \_\_\_\_\_

**Status Reports of Objective 1** *(Please report your progress toward achieving the stated goals – this is where the committee provides updates to the Board, including any suggestions or modifications to the goal and/or the Strategic Plan):*

Date: 08-15-2005

Report: No status to report

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Date: 10/28/05

Report: No status to report

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Date: 1/17/2006

Report: No status to report

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**Objective 2** *(HOW the committee plans to achieve the stated goal):* **Prepare a report of perceived gaps in the current Strategic Plan in relationship to 2005-2006 committee objectives.** \_\_\_\_\_

**Status Reports of Objective 2** (Please report your progress toward achieving the stated goals – this is where the committee provides updates to the Board, including any suggestions or modifications to the goal and/or the Strategic Plan):

**Date:** 08-15/2005  
**Report:** No status to report

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**Date:** 10/28/2005  
**Report:** No status to report

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**Date:** 1/17/2006  
**Report:** No status to report

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**Objective 3** (HOW the committee plans to achieve the stated goal): \_\_\_\_\_  
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**Status Reports of Objective 2** (Please report your progress toward achieving the stated goals – this is where the committee provides updates to the Board, including any suggestions or modifications to the goal and/or the Strategic Plan):

**Date:** 4/13/2006  
**Report:** We plan to review the data from the survey and make a report to the Board in our year ending report.

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**Date:** \_\_\_\_\_  
**Report:** \_\_\_\_\_

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**Date:** \_\_\_\_\_  
**Report:** \_\_\_\_\_

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**BUDGET**

**Item** (Broad general categories)

**Cost**

Travel for committee members to meeting on February 22 consumed almost all of our budget and we should think about increasing budget to \$600 for 2007-2008 to accommodate two meetings.

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**Board Approved Amount:**     \$ 250.00  
**Date:**                                     6/15/2005

*(Use separate sheet if necessary.)*