

VASFAA

BOARD - COMMISSIONER - COMMITTEE PLANS & REPORT FORM

(Add additional objectives and status reports as needed)

Committee: Strategic Planning Committee

Commissioner/Board Position: Pat Kelly – President Elect

Year (e.g., 2005-06): 2006-07

Committee Members:

Lefter Daku, Virginia Tech – Chair
Delores Bright, Old Dominion University
Karen Bucher, Lord Fairfax Community College
J Vern Fairchilds Jr, Bridgewater College
Timothy Golden, Virginia Military Institute

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*):

Assess the standing committees' objectives and their corresponding activities during 2006-2007 as related to the Strategic Plan 4.5a (1-4) Professional Development. [Committees to be assessed: 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: 10-13-2006

Report:

Last year, the Strategic Planning committee initiated an evaluation of standing committees' objectives, which interface with the professional development component of the Strategic Plan. Some preliminary data were collected and analyzed. However, the data collected were incomplete partly due to the timing of work related to each committee as the year proceeded. The assessment process for this year will make use of the last year data and will include a survey of the current committee chairs on this year activities as related to professional development issues. Therefore, for the most part, the objectives for this year follow the same line as last year in order to complete this important assessment project. However, a new dimension has been added to this project and that is the professionalism value. We need to examine how each activity during the 2006-2007 year and beyond can be structured to best meet the needs of our profession. But professionalism is not an end in itself. It serves a great purpose. It makes us, the financial aid officers, be the best we can be to provide a quality service to most important customers we serve: our students.

As of October 10, 2006, the strategic planning team includes Delores Bright, Old Dominion University; Karen Bucher, Lord Fairfax Community College; J Vern Fairchilds

Jr, Bridgewater College; and Timothy Golden, Virginia Military Institute. Because of the limited budget, during the Board meeting in May 2006, it was planned that the first committee meeting take place in Williamsburg, VA while attending VASFAA Leadership Symposium. However, so far only Pat Kelly, J. Vern Fairchilds, and I have confirmed participation in this Symposium. Under these circumstances, the first committee meeting most likely will take place in the form of a conference call in November. The details of this virtual meeting will be worked out while Pat, Vern, and I meet in Williamsburg next week. A second meeting would probably take place next year in March or early April. Last May, I asked for an increase in this year's SP committee budget. A \$250 budget is not enough even for one meeting given the dispersed location of the committee members. I would appreciate a positive response to this request.

Date: 1-29-2007

Report:

The first committee 'meeting' through a conference call will take place in the second or third week of February. The conference call initially planned to take place last November was postponed for two reasons. First, many of the VASFAA committees had not posted the goals and objectives for 0607 by that time (some have not done so even to this date). Second, the Strategic Planning committee is supposed to evaluate other committees' goals and objectives based on the annual activities that have already taken place. Because of this, a time lag in Strategic Planning committee's activities is needed to allow time for other VASFAA committees to accomplish the stated objectives.

A draft agenda along with the documents to be discussed in February's conference call is in the final stages. Tasks with regard to conducting a survey with the committee chairs about the professional development issues will be assigned to each committee member. The survey findings and an assessment of the perceived gaps between the 2006-2007 committee objectives and the current Strategic Plan will be discussed in a separate committee meeting to take place in Richmond or some other place in April 2007. In order for the latter to happen, a budget increase is needed. Pat Kelly, our commissioner will present a written budget request in the January 31's VASFAA Board meeting.

Date: 2-28-2007

Report:

The Strategic Planning Committee had a Conference Call Meeting on Tuesday, February 27, 2007, 11:00 AM-12:00 PM. Attending: Pat Kelly, Karen Bucher, Vern Fairchilds, Tim Golden and Leter Daku. The committee discussed issues related to the assessment survey to be conducted in April 2007 with committee chairs regarding professional development. After extensive discussion among the SP committee members, the committee agreed upon the following timeline: (i) Questionnaire design and survey implementation will take place during March and early April; (ii) An in-person committee meeting will be organized late in April to discuss survey results; and (iii) A final report will be written to summarize the survey results and the implications for the next year planning process.

Each committee member was assigned a number of committees in the process of administrating the assessment survey. The committees assigned to each SP committee member include: 1. Karen (Awareness and Membership); 2. Tim (Conference, State Relations, Federal Relations); 3. Vern (Diversity, Secondary School Relations, Training); 4. Leter (Electronic Services, Newsletter); and 5. Delores (Sector Coordination, Site Selection).

Date: 5-15-2007

Report:

The Strategic Planning Committee held a in person meeting in New Market, VA (the Appleblossom Inn) on Monday April 23, 2007. Attending the meeting were Pat Kelley, VASFAA commissioner, Vern Fairchilds, Delores Bright, and Leter Daku. Karen Bucher

and Tim Golden could not make it to the meeting because of other business engagements in their institutions.

During March, the SP committee members worked very hard to draft the survey questionnaire. The survey was ready for electronic mailing by March 19 and the goal was to have committee chairs respond by April 5. Committee chairs were asked to share the survey instrument with their respective committee members should they deem it necessary that such a sharing might enhance the quality/consistency of the responses. Committee chairs sent back the responses as an attachment via email.

The SP committee reviewed and analyzed the survey responses provided by VASFAA committee chairs. The survey findings will be summarized in the final report to be submitted to the VASFA board. The meeting started at 10:00AM and was adjourned at 2:00PM.

Objective 2 (*HOW the committee plans to achieve the stated goal*):

Assess the standing committees' objectives and their corresponding activities during 2006-2007 as related to the Strategic Plan 4.5b (1-4) Professional Development. [Committees to be assessed: 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: 10-13-2006

Report: See status for objective 1

Date: 1-29-2007

Report: See updates for objective 1

Date: 2-28-2007

Report: See updates for objective 1

Date: 5-15-2007

Report: See updates for objective 1

Objective 3 (*HOW the committee plans to achieve the stated goal*):

Assess the standing committees' objectives and their corresponding activities during 2006-2007 as related to the Strategic Plan 4.5c (1-4) Professional Development. [Committees to be assessed: Conference, Federal Relations, State Relations, Training]

Status Reports of Objective 3 (*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: 10-13-2006

Report: See status for objective 1

Date: 1-29-2007

Report: See updates for objective 1

Date: 2-28-2007

Report: See updates for objective 1

Date: 5-15-2007

Report: See updates for objective 1

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 about how the VASFAA standing committees' current year activities contribute toward enhancing the Professionalism value and the Professional Development component of the 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: 10-13-2006

Report: No status to report

Date: 1-29-2007

Report: No status to report

Date: 2-28-2007

Report: See updates for Standard Goal 1, Objective 1

Date: 5-15-2007

Report: See updates for Standard Goal 1, Objective 1

Objective 2 (*HOW the committee plans to achieve the stated goal*):

Prepare a report on perceived gaps between the 2006-2007 committee objectives and the current Strategic Plan.

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: 10-13-2006

Report: No status to report

Date: 1-29-2007

Report: No status to report

Date: 2-28-2007

Report: See updates for Standard Goal 1, Objective 1

Date: 5-15-2007

Report: See updates for Standard Goal 1, Objective 1

<u>Item</u> (<i>Broad general categories</i>)	<u>BUDGET</u>	<u>Cost</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Board Approved Amount: \$250
Date: May 22, 2006
(Use separate sheet if necessary.)