Minutes of the Strategic Themes Committee

June 1, 2011

Committee members present: Susan Bratton, Philip Donnelly, Richard Gerik, Karen Kemp, Roz Kennerson-Baty, Carson Mencken, Mitch Neubert, Byron Newberry, Diana Ramey, Rob Rogers, Sara Schlesinger, Martha Lou Scott, Tricia Tolbert, Jeff Wallace

Chair Mitch Neubert opened the meeting at 1:30 p.m. The meeting focused on the issues summarized below.

Finalizing the Template

The template for the executive summaries was revised slightly so that:

* “Exemplar comments include:” will be added to the end of the paragraph preceding the comments, rather than using a separate, underlined heading.
* All quotes should include a reference that is appropriate for the subgroup (e.g., Small group – Houston)
* Any specific suggestions will be listed at the end of the document, rather than after the related subtheme. Use the revised title of Sampling of Specific Suggestions.
* Avoid drawing precision conclusions such as “16.1% said….” Instead, 1) order the subthemes based on frequency, and 2) estimate percentages, such as “Just over half” or “About one out of five.”

Reading the Summaries

Those present exchanged executive summaries and discussed their comments with the authors. A few subthemes were identified that overlap with other themes, particularly within Curriculum and Learning Environment and those related to recruitment and admissions. At this point, it was decided that rather than cutting and pasting, a sub-theme can be deemphasized in the less relevant theme by reducing the discussion and quotes.

Next Steps

**Members were asked to revise their executive summaries and submit them to BearSpace** (or e-mail them to Tricia – [patricia\_tolbert@baylor.edu](mailto:patricia_tolbert@baylor.edu) – and she’ll upload them) **by Sunday, June 5th**, so that Mitch and the sub-group coordinators can begin reviewing the documents and writing overviews for all the theme summaries.

Mitch also distributed some graphs illustrating some of the group data and asked the group to think about other ways to “tell the story” more effectively.

Future meeting dates

* Wednesday, June 8, 1:30-4:30 p.m. – Total document draft complete
* Wednesday June 15, 1:30-4:30 p.m. – Final Review, if needed
* Wednesday, June 22 -- Target date for submission to the provost

The meeting was adjourned at 3:40 p.m.