

Document Purpose

- During the 2019-2020 academic year, the College is undertaking a strategic planning process to identify our vision and priorities for the years ahead.
- This document is a guide and starter for Task Groups developing specific strategies. It outlines the deliverables expected and a suggested process and notes how each Task Group’s work fits into the whole of the Strategic Plan.
- While each Task Group will define their own details, involvement, research and stakeholder outreach, the Facilitation Team is providing this common structure and process to help enrich common themes and increase overall efficiency.

Task Group Deliverables

Rationale/Position/Research

Due February 9th

1,000 words total, with appendices as desired

<i>Rationale</i>	<u>State the context and significance of your topic and issues.</u> What does your topic mean for CBE and our stakeholders? What is CBE doing currently? Why do we care?
<i>Research</i>	<u>Summarize your research and community outreach.</u> What did you learn? What is important to our stakeholders?
<i>Goals</i>	<u>Articulate up to 3 specific suggested strategic goal(s).</u> What should CBE do?

Strategies and KPIs

Due March 8th

500 words total, with appendices as desired

<i>Strategy/Actions</i>	<u>Develop 3-5 specific action recommendations, each tied to a goal and strategy.</u> How will we get to the goals? What specific actions are required? (Included at the end of this document is an example format, from the UW School of Public Health Strategic Plan.)
<i>Metrics + KPIs</i>	<u>Define how CBE should measure progress to the specific goals.</u> What metrics or KPIs (key performance indicators) can CBE use to measure progress toward your goal(s)?

Task Groups and FT Liaisons

1. Climate actionJan W.
2. College culture, vision + value*Mark B.
3. Communication + storytelling.....Ann Marie B.
4. Curriculum + pedagogy Suzanne C.
5. Health + well-beingAnn Marie B.
6. History + humanitiesVikram P.
7. Interdisciplinary research Carrie D.
8. Local + global Vikram P.
9. Place, space + resources.....Mark B.
10. Social justice + equityJan W.
11. Student experienceSuzanne C.
12. TechnologyCarrie D.

* The work of this task force will occur during the Spring and Summer of 2020, concurrent and coordinated with the writing of the final Strategic Plan.

Suggested Process

1. Refine the Specifics of the Task Group Theme
 - Review the ideas generated at the 10/5 College Retreat.
 - Add context.
 - Develop additional ideas.
 - As needed, rank and vote; determine great ideas to explore, and less-good ideas you won't.
2. Conduct Exploration and Research
 - What data or information do you need to formulate specific strategies?
 - What resource are available to the Task Group through:
 - Professional contacts?
 - Peers and peer institutions?
 - Professional advisory councils?
 - Other?
 - Are there topics that overlap with other Task Groups and have potential for coordinated research?

FT Team Support: A work study student will be available to provide research and administrative support, with workflow coordination by Facilitation Team co-chairs Nick Dreher and Ken-Yu Lin.

3. Conduct Stakeholder/Community Outreach
 - Who are the communities impacted by or interested in your ideas?
 - What resources are available to the Task Group?
 - What format(s) of outreach will be effective, and doable? (e.g. focus groups, one-on-one interviews)

FT Team Support: The Facilitation Team will coordinate two surveys for this strategic planning, including coordinated questions from all the Task Groups, with workflow coordination by Facilitation Team co-chairs Nick Dreher and Ken-Yu Lin:

- College Students
- Professional Advisory Committees

The Facilitation Team is also planning to devote a "Friday Happy Hour" for short, informal, topic focused discussions with the CBE community.

4. Analyze Data, Develop Rationale, and State Your Position
 - Prepare your *report due February 9* as outlined above.
5. Develop Action Ideas, Set Criteria for Choice, Rank, Chose, and Detail Your Specific Actions
 - What specific points of evaluation are important to evaluate your Task Group's proposed ideas? (e.g. resource needs, probability of success, degree of change/evolution for the College)
 - Prepare your *report due March 8* as outlined above.
6. Synthesize the Work of All Task Groups
 - Tentatively scheduled towards the end of March 2020, the Facilitation Team is envisioning a ½ day mini retreat with:
 - Task groups reports
 - Response, context and development
 - Clarifying and honing CBE Vision
 - For this mini retreat, develop a high-level PPT presentation. (Format and details to be provide by the Facilitation Team.)

The following is a draft outline of the final Strategic Plan, to be developed in detail during Spring–Summer 2020 by a yet-to-be-formed committee, likely including members of Task Groups and the Facilitation Team.

- This Strategic Plan Writing Committee will further synthesize the proposals of each Task Group, conduct additional research, analyze the resource implications, and develop the final plan for adoption.

Vision

- ❖ *What CBE will look like in the future, including goals and future accomplishment targets.*

Mission and Map

- ❖ *Why we exist and do what we do, addressing the College and each Department, Lab and Center and how we work together.*

Values

- ❖ *The beliefs and actions will help shape our teaching, learning and research interactions, with all stakeholders.*

Collaboration Matrix

- ❖ *How do the areas of strategic focus interrelate and overlap.*

Action Plans (Note: this section will be compiled from the work of the task groups)

- ❖ *Goals*
- ❖ *Strategies*
- ❖ *Action(s) (implementation tactics and responsibility)*
- ❖ *Resources required*
- ❖ *Metrics and Key Performance Indicators (KPIs)*

The creativity, analysis, data, and research of all the task groups will be summarized in a separate Strategic Settings Report.

Resources

- All the worksheets and creative work from the October 5th CBE retreat are available online. Please contact Nick Dreher and Ken-Yu Lin at FTplanning@uw.edu for access.
- A work study student to provide research and administrative support. Facilitation Team co-chairs, Nick Dreher and Ken-Yu Lin will manage workflow.
- Please refer to the [CBE Strategic Plan Roadmap](#) for more detail on the full SP process.
- Please reach out to the *Strategic Planning Facilitation Team* at FTplanning@uw.edu with questions, feedback, or concerns.

Reference/Example

Below is a portion of the UW School of Public Health Strategic Plan. This is a suggested format for each Task Group's report due March 8th.

Goal:	Strengthen our teaching
Strategy:	Review and revitalize the MPH curriculum
Actions:	<ol style="list-style-type: none">1) Review the current MPH curriculum to ensure that graduates have the skills and practical competencies necessary to be productive, effective, and transformational public health leaders, scientists, and practitioners.2) Evaluate establishing an abbreviated degree program for clinical professionals, including medical students.3) Regularly review and modify programs so they do not become outdated.4) Identify best practices and improve efficiencies in teaching and course offerings.