

**First Meeting of the Strategic Planning Committee**  
Tuesday, September 12<sup>th</sup> from 2:00 – 4:30  
OSU Library room 4960 (Drinkward Conference Room)

### **Goals for This Meeting**

- Begin the formal strategic planning process, and this Committee's mandate;
- Identify key outcome and process goals for this process, and questions we need to answer about them;
- Identify key components of the process we will use, and questions we need to answer about it;
- Talk about the roles various people and entities will play in the process, and questions we need to answer about those roles; and,
- Identify next steps.

### **Established Goals for the Strategic Planning Process**

1. To create an inclusive process that provides space for everyone in the library to participate in some way.
2. To include our users in the process in intentional ways.
3. To have a finished plan by the end of the school year.
4. To create a plan that articulates a strategic vision for OSULP that will resonate with university administration AND help them position us appropriately within the reorganized university.

### **Expectations for The Structure/How It Will Happen**

#### Already Established

1. The coordinating team will represent all OSULP units.
2. All participants in the coordinating team will think both specifically (about the needs/perspectives of their unit) and broadly (about the needs of the organization as a whole) in this role.
3. There will be a round of feedback and conversation that happens after an initial draft is created.

#### Needs to Be Decided/Refined

4. How information will be gathered by audience (student, teachers, community members and researchers)
5. How the round of feedback and conversations will be organized.

## AGENDA

### 2:00 Introductions

- Kerri and Anne-Marie welcome everyone and set the stage, introduce Tasha
- Tasha reviews goals and agenda
- Quick go'round – name, department and job

### 2:15 Agreements about how we will work together

- Facilitator proposed agreements – refine as needed

### 2:25 Initial Review of Outcome and Process Goals

- Define “outcome goals” and “process goals”
- Go'round - What are 1-3 key results you would hope for in the process, or from the product (plan)?
- What goals are already set, and what are we being asked to refine, identify or develop?
- What questions do we need to answer about goals?

### 3:05 Initial Review of Process – This will be a very initial discussion, identifying what the thinking to date has been and questions to answer. We will not expect to do significant new thinking about it.

- What is already set, and what still needs to be decided/refined?
- What questions do we need to answer about this, and by when?

### 3:25 Break – 10 min.

### 3:35 Initial Discussion of Roles – Clarify what has already been determined, what we need to determine, and what questions we need to answer.

- Roles in Decision-Making [wall sheet and handout](#)
  - Define roles in decision-making
  - People/entities will play different roles at various points in the process
- What do we want from each of the people/entities involved?
- What do we want for each of the people/entities involved?
- People/Entities
  - Facilitator (me)

- Committee as a whole
- Individual committee members
- Other participants in strategic planning process
  - LAMP
  - Departments
  - Others

#### **4:05 Identify Next Steps**

- Next meeting(s)
- Work between now and next meeting
- Anything else?

#### **4:20 Evaluation of this meeting**

#### **4:30 Close**