Retreat Action Item
Implementation Process

Leadership Retreat
July 28-29, 2014
STEP ONE

For Directors:

Each manager should review his/her goals in the SSEM Strategic Plan and submit 2014-15 targets to Mrs. Conner by noon, August 5, 2014.
STEP TWO

Each group lead (from the retreat) should submit their plans to Mrs. Conner by noon, August 5, 2014. Plans should include:

A. New target per goal (talk with Director)
B. Collaborative activities to support the goal (minimum of 3, no more than 5)
STEP THREE

Each new unit (University Safety, Global Education, Dual Enrollment, Graduate Admissions, Residence Life) should submit the following to Mrs. Conner By Monday September 1, 2014:

A. Vision
B. Mission
C. Goals
D. Assessment Plan
STEP FOUR

The SSEM Division-wide meeting to discuss how to deliver assessment plan dates TBA by Dr. Esters.
STEP FIVE

SSEM Meeting to discuss Parking Lot Items

Friday August 8, 2014
STEP SIX

Plan a Division-wide Outing for the first six week of the semester.

Appointed Committee to include:
1. Carlos Clark, Chair
2. Alice Watson, Co-Chair
3. Garry Williams
4. Joy Harris
5. Rolon Williams
6. Javon Brooks
7. Dionna McDonald
STEP SIX (continued)

Committee Charge:

1. Set Date
2. Determine Venue
3. Determine Funding Method
4. Establish Activities
5. Plan Food Arrangements
6. Determine T-Shirts