AGENDA
UNM HSC Master Plan – Broad Strategies Group/Focus Group Chairs
6 December 2007

1-Hr from 4:00 PM – 5:00 PM

A. Overview (Dr. Roth)

B. Richardson Process (Mary Kenney, Joe Brawley) - ATTACHMENT 1

C. Review Charge to Subcommittee & Work-to-Date (All) – ATTACHMENT 2
   a. By Sub-Committee
      i. Research
      ii. Education
      iii. Clinical
      iv. Administration & Finance
   b. By Content
      i. Review overall charge
      ii. ID/Review existing strategic plans or planning under way
      iii. Identify gaps areas needing further study or updating

D. Coordination, Timeline and Deliverables (Kenney, Brawley)
   a. Planning LEVELS & Coordination with Overall UNM Master Planning Effort – ATTACHMENT 3
   b. Schedule for Sub-Committee Work – ATTACHMENT 4

E. Other/Wrap-Up (All)

ATTACHMENTS:

1. Richardson Strategic Planning Process for Sub-Committees
2. HSC Master Planning Charge to Subcommittee
3. Planning Levels
4. Draft Schedule
5. Report Outline
Next Steps | Responsible Party | Due Date
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Edit the planning assumptions and goals as well as provide the staff person for each committee | Sub-Committee Chairs | 
Matrix of meeting dates for committees for the next three months | Joe Brawley
Mary Kenney | 
Schedule the orientation (maybe virtual) for all the sub-committee members and the first meeting and meet with each sub-committee | Joe Brawley | 
Send out the Sub-Committee charge documents to the group | Joe Brawley | 

**Strategic Issues**

**Item:** Overview

**Discussion:** Dr. Roth led the overview of the Master Plan project the University has undertaken. This meeting includes the Executive Steering Committee and the Sub-committee chairs to review the charge and questions for the Master Planning effort.

There will be several plans that fit into the UNM Comprehensive Master Plan, including the Health Sciences Center and HSC Clinical Enterprise Strategic Plans. Within the context of the HSC effort, an Executive Steering Committee has been established, which created sub-committees, to assist in looking at the respective mission areas of HSC and assumptions/goals created by the Steering Committee and to affirm or modify those assumptions and to take the next steps in strategic planning.

**Actions:** No Action Required.
Item: **Proposed Process**

Discussion: Joe Brawley led the discussion of the proposed process (*Attachment 1) for this planning effort. The process was provided by Ric Richardson, Professor, School of Architecture & Planning. This process provides a framework that the sub-committees can use to help with their planning effort. The process limits the “Practical Vision” to 3-5 years, the subcommittees should be planning for at least 10 years.

Action: No Action Required.

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Item: **Review of Sub-Committee Charges**

Discussion: None of the mission areas can stand alone, education and research crosses over into clinical. Chairs need to touch base with each other to make sure the connections between education/research and clinical; committees need to be able to access and review each others documents. We need to explore ways to integrate ideas of subcommittees as the area missions grow. Orientation and review of work for subcommittees is important for this process. Each subcommittee should also invite appropriate main campus deans that will need to be informed of these planning impacts for main campus. Each committee also needs to include and address accreditation requirements.

The committee reviewed the sub-committee charges (*Attachment 2) with the sub-committee chairs. Each sub-committee chair will edit the planning assumptions and goals as well as provide the staff person for their committee.

Joe Brawley & Mary Kenney will put together a matrix of meeting dates for committees for the next three months. He will schedule the orientation (maybe virtual) for all the sub-committee members and the first meeting and meeting with each sub-committee.

The timeframe for the sub-committees to produce their reports will be adjusted after their first meeting. The expectation of the preliminary report is that the committee will address all of the components outlined in Attachment 5. The final report may be limited to 5-10 pages, it is the compilation of these final reports that will be provided to the consultant developing the master plan (this internal action will lower our overall consulting cost).

Action:

1. Each sub-committee chair will edit the planning assumptions and goals as well as provide the staff person for their committee.

2. Joe Brawley & Mary Kenney will put together a matrix of meeting dates for committees for the next three months.

3. Joe Brawley will schedule the orientation (maybe virtual) for all the sub-committee members and the first meeting and meet with each sub-committee.

4. Joe Brawley will send out the Sub-Committee charge documents to the group.
Item: Schedule

Discussion: Attachment 4 shows timeframes and dominos (i.e. moving P&A and Telecom for the new wing of the hospital). This bar chart only shows HSC, but the other Level 2 plans have similar schedules. The schedule for the Comprehensive plan completion is targeted for the end of 2008.

Action: No Action Required.

Next Meeting: TBD