

# STRATEGIC PLAN STEERING COMMITTEE

## MINUTES for

November 6, 2018

Participating in the meeting was David Ferguson, David Coit, Jerome Pieh, Sharon Frost and Kathie Beaulieu all in attendance at David Coit's conference room. Participating via Zoom Conference were David Pearson, Daniel Melega, Susan Hunter, Catherine deLutio and Clark Copelin. The meeting was attended by all proposed members of the Steering Committee

### 1. Summary of October Board of Directors Workshop

- a. Board Resolution tasking Executive Committee with staffing Strategic Plan Steering Committee and setting the committee charge

Be it moved that the Executive Committee of the Board develop a charge and recommended membership of a Steering Committee to oversee the process, development, and communication to the Board, its constituents, and stakeholders, of a Strategic Plan for the Maine School of Science and Mathematics to be delivered at the December Board Meeting.

After extensive discussions and as one of the last tasks of the conference call, an outline for a 4 part charge was created.

0 – It was determined that a foundational piece of the Strategic Planning work should be a survey of Maine's educational landscape and secondary STEM education more broadly. This will be an assessment of external factors, not internal to MSSM.

1 – Clarify our purpose and mission of MSSM. Complex is OK

2- Assess the effectiveness of our current operations against 1. Should be multiple areas.

Develop through a SWAT analysis. Use all constituents to identify the key areas.

3- Strategy Initiatives that could strengthen our purpose vis/vi the exterior benchmarks

David Ferguson to draft a charge for us to discuss at our next conference call. Goal to have a Steering Committee approved charge to present to the Executive Committee at their November 26<sup>th</sup> conference call.

### 2. Executive Director's Strategic Planning work done with School community

- a. Summary reports of their 3 sessions to date.

Faculty/staff is on a process that will end by May 28<sup>th</sup>. This internal process needs to be part of a larger plan. Steering Committee needs to focus on a broader scope and incorporate the internal with the broader plan. Communication to the faculty/staff about their efforts being a part of the larger plan.

On refining Mission/Purpose and other key questions, like who do we serve, there needs to be a connection between the internal efforts and the steering committee. Joint meetings with both groups would be helpful.

### 3. Efforts by Steering Committee Members to date:

- a. Meetings conducted by David Coit – summaries were reviewed and discussed. No immediate funding sources for strategic planning were identified, but outreach to potential future funders was beneficial. Additional foundations to talk to were identified as: Luminos, Davis, Gorman and MelMac foundations.
- b. Research Proposal – the initial proposal from Stepwise was determined to be too expensive at \$30,000. The discussion was ways to narrow the focus, reduce the cost to under \$20,000. Committee found value in research, gathering reports, demographics, not sure about the value of case studies. Would like a qualitative approach, looking at STEM programs and facilities.
  - i. To fill the gap in Maine information, should we conduct surveys of open house attendees? Summer camp families? Big question is how many students can we serve, and what keeps students from attending MSSM? Impact of room and board fees in this.
  - ii. Lisa Plimpton as alternative researcher was discussed. Kate to follow up with her. Additional resources of Susan McKay at the RiseCenter at UMO and Tom Keller at Maine Math and Science Alliance.

#### 4. Next Steps

- a. Committee Chair – No one volunteered to lead the effort, so David Ferguson will continue to serve as committee chair.
- b. Timeline for Committee work – Next Committee Conference call November 21<sup>st</sup>. Draft Charge has a proposed timeline.  
Key drivers of timeline already identified:  
New governor, department of education, legislature – need outreach to them all.  
Data gathering – research/funding 3 months? Focus 60% on national/international work. Illinois School of Science and Math, Olin Engineering, MIT, Singapore medical school all cutting edge programs.
- c. Lines of effort – By November 21<sup>st</sup> call: draft Charge – David Ferguson  
Overview of National/State Research – Kate deLutio, David Ferguson  
UMO – new engineering building with design lab center as hub. Request planning documents behind that design.  
Recommended Reading: Four-Dimensional Education by Fadel, et al  
Demographics and the Demand for Higher Education by Nathan Grawe

#### Key Questions Already Identified:

Who do we serve?  
Demographics – how big of a school can Maine support? (ME HS enrollment today 12,000 by 2031 – 10,660)  
Who is our customers? Students – key; parents, state – secondary  
How do we get students?  
Focus on Learning – Hands On – Experiential.  
1<sup>st</sup> year students – skill gaps. Need to narrow them