1. Strategic Planning draft website was shown to the committee. Esther Chou-Tanaka explained its content which will include a statement or video from President Coley giving an overview of the plan, a section designed to submit feedback from stakeholders using a submission form, and a section with four “buckets” with the following headers:
   - Overview
   - Announcements
   - Timeline
   - Resources

   Among the suggestions for improvements were inclusion of a more inviting header for the feedback button and ensuring links to historical planning documents are in the resources section. Website will need to evolve as work proceeds.

2. Website feedback submission form: The draft website feedback submission form was presented by Huron. Committee members suggested a deadline to close submission and to update the forms periodically if input suggests additional feedback items are necessary.
   - Ranking Core Values: Discussion about difficulty in ranking CPP’s current core values in order of importance (ranking against each other), as all of the values may be considered equally important to some or possibly not important at all; there was a suggestion to rank each value individually instead, and to add a hover field to show the current definition of the core value.
   - CPP’s Mission Statement: Discussion ensued about the mission statement being “old”, but others agreed it still applies to the University and there is no need to change it or it may only need to be slightly modified. Input area on feedback form deemed suitable.
   - Strengths: Suggestion to modify strengths input boxes to include opportunities.
   - Headline: Suggestion that requesting headline 10 years from today appeared to be too far ahead. Rather the prompt should direct respondents to address what CPP’s headline would be today and five years from today.

   The consultants will modify the feedback document and send back to committee for final comments.

3. Stakeholder Engagement Sub-Committees: Steering committee discussed membership composition of stakeholder engagement subcommittees and their target populations for engagement. There was a suggested change to the name of Subcommittee B from “Faculty, Chair and Deans” to “Faculty, Chairs, and Academic Leaders.”
would encompass faculty (TT and lecturers), Directors, Associate Deans and Deans—
whose primary function is academics. There was a suggestion to include MPPs across the
various divisions into subcommittee C and rename it to “Staff and Non-academic
Administrators.” The modes for engagement were also discussed and which modes were
best suited to each group. There was a suggestion to provide the sub-committees with staff
support. The Steering Committee was encouraged to continue providing suggestions and
feedback by email. The leadership team will take all of the comments and synthesize them
into the working sub-committee charters.

Meeting was adjourned at 10:10 am