

Strategic Planning, Assessment, Analysis and Review (SPAAR) Committee

Annual Report – 2018-2019

History/Context

The College's Strategic Planning, Assessment, Analysis and Review Committee was created in the 2018-2019 academic year as an outgrowth of the College's implementation of its 2018-2023 Strategic Plan. The charge and composition of SPAAR was developed in fall 2018 by the SPAAR Committee Task Force, a group of faculty and administrators who worked collaboratively to develop a framework for the committee and its work. The charge of the Committee can be found at <https://www.oldwestbury.edu/spaar-committee>.

Included in the charge to the SPAAR Committee is the requirement that a written progress report be sent by June 15 each year to the campus' bodies of governance. This report is being presented as a means of fulfilling that requirement.

2018-2019 Membership

The inaugural membership of the SPAAR Committee was finalized in April 2019 and was comprised of:

- **Co-Chair:** Andrew Mattson, Tenured Instructor, American Studies/Faculty Senate Chair
- **Co-Chair:** Michael Kinane, Vice President for Communications and Chief Communications Officer
- Len Davis, Senior Vice President for Business & Finance & Chief Financial Officer
- Thomas Del Guidice, Associate Professor, Politics, Economics & Law
- Wayne Edwards, Vice President for Institutional Advancement
- Linval Frazer, Assistant Professor, Accounting
- Amanda Frisken, Professor, American Studies
- Laura Gallagher, Secretary/CSEA Vice President
- Jason Kaloudis, Acquisitions, Instruction, & Reference Librarian
- William Kimmins, Assistant to the President for Administration
- Kaela King, RHA President
- Mary Marquez Bell, Vice President for Enrollment Services
- Eliliana Martinez, UUP Vice President for Professionals
- Runi Mukherji, Professor, Psychology

- Patrick O'Sullivan, Provost & Senior Vice President for Academic Affairs
- Evan Rufrano, SGA President
- Stephanie Schneider, Assistant Professor, Exceptional Education
- Usama Shaikh, Vice President for Student Affairs & Chief Diversity Officer
- Jessica Smith, SGA Campus Life Senator

The faculty and staff portions of this membership will continue into 2019-2020, with student representatives participating ex officio due to their roles as SGA President, RHA President, and as an SGA Commuter Student Senator.

2018-2019 Meetings

Given that committee appointments came together late in the academic year, one, kickoff meeting of the Committee took place on May 17, 2019. Eighteen of the 19 members of SPAAR participated.

2018-2019 Activities

The kickoff meeting and subsequent work resulted in the following:

- The establishment of subcommittees focused on the following areas: Academic Affairs/Enrollment Services, Advancement/Communications/HR, Business/Finance, Capital/Facilities/Security-University Police, and Student Affairs.
- The population of those committees, limited only to members of SPAAR. The idea was discussed whether adding non-committee members to each group from key areas. It was agreed by consensus that, in these early stages of development of SPAAR, that the groups would be populated only by members of SPAAR but that the subcommittees had the ability to seek out information and participation from all corners of campus.
- Agreement that a rubric of some form would be needed for the subcommittees to effectively conduct their review and assessment efforts. The rubric will be developed by the co-chairs along with Dr. Del Guidice and shared with all SPAAR members over the summer to ensure work can begin, at the latest, in September.
- The SPAARC charge calls for two meetings each semester and it was agreed that such a schedule be used for the first semester of work and that other meetings could be added if deemed necessary by the Committee.

Expected Activities in 2019-2020

There was agreement among the committee that the work of SPAAR will follow this rough outline in the coming year:

- **Fall 2019:** Subcommittees work to assess progress towards the goals of the College's strategic plan and to gain insight into how the campus plans and executes its work. A report on these reviews (written or verbal to be determined) will be presented to SPAAR late in the fall.
- **Winter/Early Spring 2020:** Subcommittees and divisional staff develop requests for strategic initiatives/projects for consideration in the 2020-2021 budget cycle.
- **Late Spring (April) 2020:** SPAAR reviews and discusses the strategic requests, determining a prioritized set of recommendations that is distributed to the campus.

Among the deliverables to be produced by SPAAR and its subcommittees in the coming year will include:

- Subcommittee reports
- Subcommittee proposals for strategic investment
- SPAAR recommendations for strategic investment in the campus
- The 2019-2020 SPAAR Annual Report to the Campus

Respectfully Submitted:

Andrew Mattson, Co-Chair

Michael Kinane, Co-Chair