

**UGA
College of
Agricultural and
Environmental
Sciences
Strategic Planning
Guide**

February 28, 2012

<http://www.caesplan.caes.uga.edu/>

CAES Strategic Planning Committee, Revised 12/16/11			
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Time Frame for Strategic Planning Process

October – December, 2011	Planning Phase
January – February, 2012	Data gathering phase
March – April, 2012	Data summarization and report writing phase
March 6 -7, 2012	Committee report planning/writing meeting
April 11 – 12, 2012	Committee report planning/writing meeting
June 1, 2012	Final Report to Dean Angle
June, 2012	Circulate report internally
June 30, 2012	Release report to public

Regional meetings:

Jan. 12	8:30 am	Tifton	Tifton Campus Conference Center
Jan. 25	8:30 am	Griffin	Stuckey Auditorium
Jan. 31	8:30 am	Rock Eagle (also, 4-H faculty)	LP Gas Building Barkaloo Rich Building (break out)
<i>Feb. 1</i>	<i>1 pm</i>	<i>CAES Advisory Council</i>	<i>Atlanta</i>
Feb. 15	8:30 am	Gainesville	GA Mountain Center
Feb. 21	8:30 am	Atlanta area	Chatahoochee Technical College
Feb. 29	8:30 am	Lyons	Vidalia Onion & Vegetable Res. Center

Campus meetings:

Jan. 9	3 pm	ADS Faculty	Dan Daniel Conference Room
Jan. 10	8:15 am	HORT Faculty	1113 Miller Plant Sciences
Jan. 13	9 am	ENTO Faculty	412A Biological Sciences Bldg.
Jan. 13	3 pm	PS Faculty	319 Poultry Science
Jan. 19	3-5 pm	Staff	319 Poultry Science
Jan. 20	3-5 pm	FS Faculty	215 Food Science Building
Jan. 26	10-12	FACS	216 Dawson
Jan. 27	3 pm	ALEC Faculty	ALEC Conference Room, Four Towers
Jan. 31	8:30 am	4-H Faculty	Rock Eagle – LP Gas Building
Jan. 31	3 pm	PP Faculty	2107 Miller
Feb. 2	10 am	Staff	Rhodes Auditorium (ADS)
Feb. 7	3 pm	CRSS Faculty	3113 Miller Plant Sciences
Feb. 8	3:15	AAE Faculty	307 Conner
Feb. 17	10 am	Department Heads	103 Conner
Feb. 20	10 am	Associate Deans	103 Conner Hall
Feb. 23	3:30 pm	BAE	Driftmier Auditorium

Key Stakeholder Questions

The four primary questions that will be asked of all stakeholders include:

- WHAT ARE WE DOING WELL?

- What methods, actions, attitudes, skills, resources, policies/rules, or tools are influencing our organization in a positive way toward achieving our mission?
- WHAT ARE WE NOT DOING WELL?
 - What methods, actions, attitudes, skills, resources, policies/rules, or tools are influencing our organization in a negative way toward achieving our mission?
- TRENDS/FORCES?
 - What are economic, political, social or technical forces/trends that are influencing our organization (positive or negative) toward achieving its mission?
- How would you describe the ideal College of Agricultural and Environmental Sciences in 2020?

Additional questions may be included according to what information is needed about particular stakeholders.

In addition to paper and electronic surveys distributed to targeted groups, an on-line survey will be open at all time to others. Business-sized cards with the web address will be available to hand out at appropriate meetings.

Schedule for Regional Meetings

8:30 am – Registration, coffee, treats

9:00 am – Welcome and introductions

9:15 am – Overview of agenda/process/timeline

9:30 am – Separate into 2 groups: (1) employees, and (2) stakeholders. Spend 2 hours in small groups

9:30 – 10 – Trends questions (social, economic, political, technical/technology, other). Answers are written on sticky pads and placed on easels. Time allocation: 5 minutes – silent work; 10 minutes – discuss in groups; 10 minutes – summarize on group sheet.

10-10:30 – What is working & not working questions

10:30 – 11 – Visioning questions – People, resources, image, programs, facilities, practices and procedures

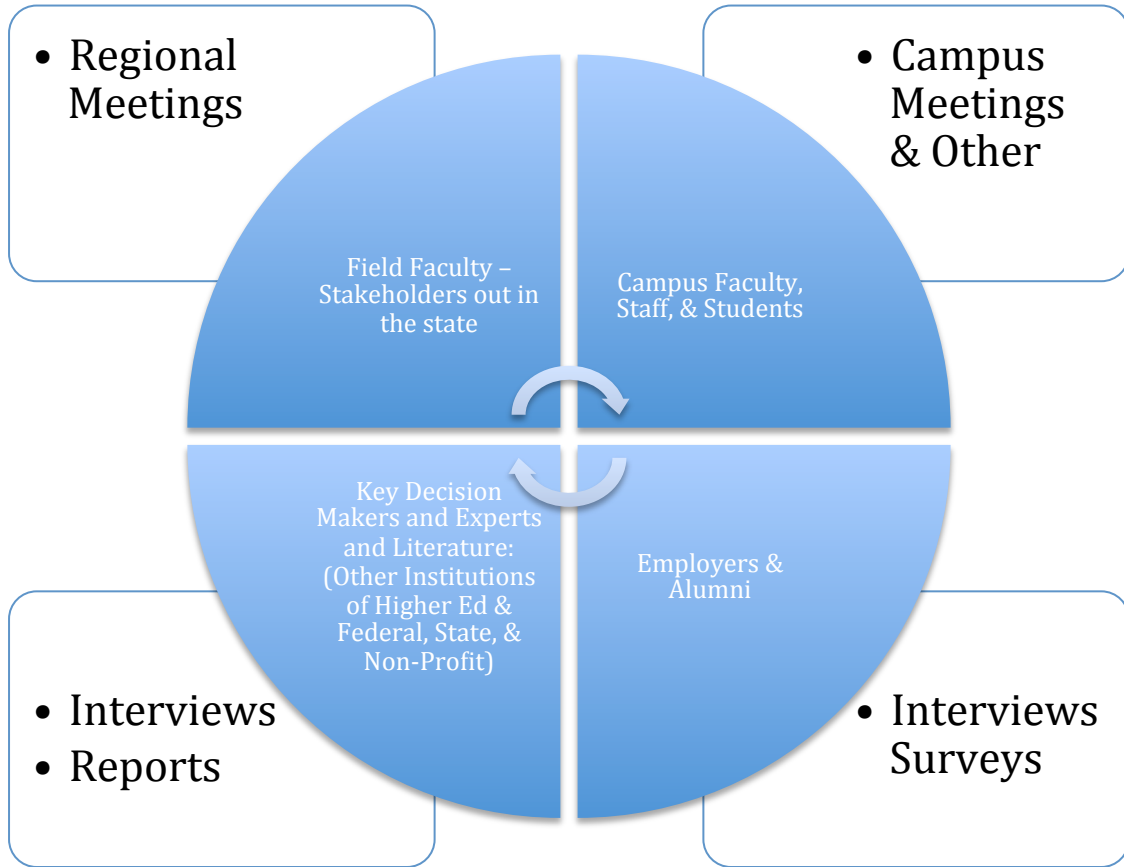
11 – 11:10 – What should CAES be known for? Or What is the crossroad our organization is facing?

11:10 – 11:40 – Listening Team reports their summary.

11:40 – 12 – Both groups back together for appreciation and follow-up plans.

12 noon - Adjourn

Stakeholder Teams



Stakeholder Group	Field faculty and stakeholders out in the state	Campus faculty, staff, and students	Key decision makers, experts, literature	Employees and Alumni
Team members	Laura Perry Johnson (contact person) Ellen Bauske Melanie Biersmith Bob Kemerait Kim Seibert Stacey Ellison	Brian Jordan (contact person) Debbie Gausvik Kari Turner Sammy Aggrey Sharon Dowdy	Jennifer Cannon (contact person) Mike Strand Octavio Ramirez Mark Risse Mark Harrison Jean Bertrand	Maria Navarro (contact person) Tim Smalley Tyler Harper Ray Hicks John Beasley

1) Field faculty and stakeholders out in the state

a) Strategy 1 – Regional meetings

i) Target groups: Stakeholders, faculty, and staff from around the state

(1) Key questions for:

VOLUNTEERS/STAKEHOLDERS (primarily from Facilitator's Guide):

- (a) What do you appreciate about CAES the most?
- (b) What one thing do you wish CAES did that we currently do not do?
- (c) What do we need to improve on at CAES?
- (d) What positive/negative trends will affect CAES in the next 10 years?
- (e) What is the crossroad CAES is facing?

EMPLOYEES:

- (a) What does CAES do well to improve employee job satisfactions?
- (b) What does CAES currently do that might limit employee job satisfaction?
- (c) What is something CAES should consider doing that would improve employee job satisfaction?
- (d) What does CAES do well to explore funding opportunities?
- (e) What does CAES currently do that might limit our ability to secure new funding opportunities?
- (f) What might CAES do to improve our success in securing new funding opportunities?
- (g) What criteria might CAES use to determine which programs should have the highest priority?

Consider what CAES might look like in 2020, think about what the needs of the public will be like:

- (h) Which CAES programs might be less needed or impactful in achieving the organizational mission?
- (i) Which CAES programs might be the most needed or impactful in achieving the organizational mission?
- (j) What is the crossroad CAES is facing?

(2) Time frame: January – February (see dates on page 1); 9 am to 12 noon – overall coordinator – Laura Perry Johnson

- Jan. 12 – Tifton – Bob (chair), Stacey Ellison, Mark Risse (?), Brian Jordan (?)
 - Listening Team suggestions:
- Jan. 25 – Griffin – Ellen Bauske(chair), Melanie Biersmith, Kim Seibert, Bob Kemerait
 - Listening Team suggestions:
- Feb. 15 – Gainesville – Melanie Biersmith (chair), Ellen Bauske, Brian Jordan (?)
 - Listening Team suggestions: Michael Wheeler, Ian Cowie, Michele Melton, Al Parker, Timothy Jennings, Tavis Williams
- Feb. 21 – Marietta – Kim Siebert (chair)

- Feb. 23 – Athens – Melanie Biersmith (chair), Kim Siebert, Bob Kemerait, Brian Jordan (?)
 - Listening Team suggestions: Judy Ashley, Jeff Buckley, Gail Hanula, Brandi Shiflet, Charles Rice, Clay Talton
- Feb. 29 – Vidalia – Stacey Ellison (chair), Ellen Bauske, Bob Kemerait

(3) Resources needed:

- (a) Easel pads with sticky paper – 180 (~30/meeting)
- (b) Post-it pads – 1000 (~150/meeting)
- (c) Sharpies – 500
- (d) Colored markers – 4 packs
- (e) Easels – 30
- (f) Write on name tags - 1000 (150/meeting)
- (g) Copies of worksheets – 1000
- (h) Business mtgs/Postcards for follow up (with survey info, etc.) – give out at Ag Forecast meetings, Production Meetings, Winter Conference, etc.
- (i) Travel money
- (j) Coffee, snacks, water, etc.

(4) Needs from others:

- (a) Registration help from the CAES Conference office – online registration:
 - (i) Name, address, email, affiliation, alumni
 - (ii) No pre-printed name tags necessary
- (b) Access to websites/surveys, etc. for additional input provided by other team members
- (c) Support from DED's and Department Heads to encourage participation
- (d) 6 Listening Team members (non Strategic Planning members, but employees) for each of the 6 sessions. Each coordinator will seek out these people and get them on board ahead of time

2) Campus Faculty, Staff, and Students

a) *Strategy 1 – Face to face interview, paper questionnaires given to Department Heads, academic faculty*

i) Target groups: Department Heads, Faculty (meetings held in conjunction with departmental faculty meetings)

(1) Key questions;

- (a) What are the trends that will positively or negatively influence CAES?
- (b) What are we doing well at CAES?
- (c) What do we need to improve on at CAES?
- (d) What would a perfect CAES look like in ten years in these categories: people, programs, facilities, image, resources, methods and principles

- (e) Paper question: what is the crossroad that CAES will face in the future?
 - (2) Time frame:
 - (a) Department heads: before Christmas if possible, by 2nd week of January at the latest as a Department head group meeting.
 - (b) Faculty: As departmental faculty meetings can be scheduled in Jan. or Feb.
 - (3) Resources needed:
 - (a) As listed on p. 3 of Facilitator's guide.
 - (b) Questionnaire
 - (c) 2 people per meeting on campus from team
 - (d) Co-ordination with regional meeting group on space, time and questions so we do not overlap or add time
 - (e) Co-ordination with the Dean's office to call Department head meeting and help emphasize importance of faculty meetings.
- b) *Strategy 2 – Face to face interviews and questionnaires at Town Hall meetings*
- i) Target group: Staff, non-academic faculty
 - (1) Key questions:
 - (a) What are the positive and negative trends influencing CAES?
 - (b) What are we doing well at CAES?
 - (c) What do we need to improve on at CAES?
 - (d) What would a perfect CAES look like in ten years in these categories: people, programs, facilities, image, resources, methods and principles
 - (e) For staff: Not including salary, what would best help you to do your job?
 - (2) Time frame: Tentatively scheduled for
 - (i) January 19
 - (ii) February 2
 - (3) Needs:
 - (a) As listed on p. 3 of Facilitator's guide.
 - (b) Questionnaire
 - (c) 3 people per meeting on campus from team
 - (d) Co-ordination with regional meeting group on space, time and questions so we do not overlap or add time
 - (e) Co-ordination with the Dean's office to arrange space for Town Hall meetings for about 100 attendees per meeting.
- c) *Strategy 3 – Paper surveys at group meeting or class, Facebook poll*
- i) Target group: undergraduate students, graduate students
 - (1) Key questions:
 - (a) Demographics: gender, age, agricultural background
 - (b) Are you a member of CAES?
 - (i) If yes, why did you choose CAES?
 - (ii) If no, why didn't you choose CAES?
 - (c) For introductory level classes:

- (i) What are the expectations you have for your program of study in CAES?
- (ii) What do you like about your experience so far?
- (iii) What do you dislike about your experience so far?
- (d) For advanced level classes:
 - (i) What do you appreciate about your experience in CAES?
 - (ii) How has CAES prepared you to move forward?
- (2) Time frame: by the end of January
- (3) Needs: printed surveys, 1 person per event, 2 if it is a large class; help from CAES ambassadors and teaching faculty.

3) Key Decision-makers

a) Strategy 1 – survey campus administration; selected CAES administration will interview counterparts in central administration; committee requests that a member of the committee also attend

i) Target group:

Central Administrator	Position	CAES Administrator	Committee Member	Report?
Dr. Mike Adams	President	Dean Angle	Mike Strand Mark Harrison	Yes
Jere Morehead	Provost	Dean Angle	Mark Harrison Jan. 20, 2012	Yes
Dr. Mike Clutter	Dean, Warnell	Dean Angle	Tim Smalley Jan. 30, 2012 8:30-9:15	Yes
Dr. Sheila Allen	Dean, CVM	Dean Angle	Octavio Ramirez Jan. 19 2:30	Yes
Dr. Phillip Williams	Dean, Public Health	Dean Angle	Mike Strand Jan. 18, 3pm, N-130 Coverdell	Yes
Dr. Linda Fox	Dean, FACS	Dean Angle	Jennifer Cannon Jan. 20	Yes
Former administrators (Gale Buchanan)	Dean Buchanan	Dean Angle	Jan. 12	Yes
Tal Duvall	Former	Dean Angle		Yes

	Associate Dean – Extension			
Bill Flatt	Former Dean	Dean Angle		Yes
Dr. David Lee, Dr. Regina Smith, Dr. Bob Scott	VP for Research	Dr. Bob Shulstad	Mike Strand Jan. 19, 3:30, 609 Boyd	Yes
Dr. Laura Jolly	VP for Instruction	Dr. Joe Broder	Mark Harrison?	Yes
Dr. Maureen Grasso	Dean, Graduate School	Dr. Joe Broder	Mike Strand	Yes
Dr. Rodney Bennett	VP for Student Affairs	Dr. Joe Broder		
Dr. Jennifer Frum	VP for PS&O	Dr. Beverly Sparks	Mark Risse Feb. 2, 2:30-3:30	Yes
Dr. Michelle Garfield Cook	Assoc. Provost for Inst. Diversity	Dr. Ron Walcott	Octavio Ramirez Jan. 10, 2012	
Dr. Kavita Pandit	Assoc. Provost, OIE	Dr. Ed Kanemasu	Octavio Ramirez Feb. 8, 3-4 pm	Yes
Tom Landrum or Brooks McCommons	Sr. VP for Ext. Aff. Or Sr. Sr. Director of Development	Rodney Miller	Octavio Ramirez Jan. 30, 4 pm	
Tom Jackson	Sr. VP of Public Affairs	Faith Peppers	Mike Strand Feb. 27, 2 pm	
Griff Doyle	VP Gov't Relations	Faith Peppers	Mike Strand Jan. 30, 2pm	Yes
Tricia Chastain	State lobbyist for UGA	Faith Peppers	Mike Strand Jan. 13, 2:30	Yes
Dr. Timothy Chester	CIO	Chris Adcock	Mark Risse? Jan. 27, 11 am 171 B Boyd	Yes
Curt Carver	CIO, Vice Chancellor for BOR Inform.	Chris Adcock	Mark Risse? Feb. 3 rd 1 pm, Daniels	Yes

	Tech. Services		Bridge Rd	
Cynthia Hoke	Director of Public Affairs	Chris Adcock	Jan. 25, 10 am	Yes
Tim Burgess	Sr VP Office for Fin & Admin	Mark Eason	Mark Harrison, Feb. 9	
Holly Schrampski	Assoc VP Acct	Mark Eason	Mark Harrison, Feb. 3	
Chris Miller	Assoc Provost	Mark Eason	Mark Harrison	
Tom Gausvik	Assoc VP HR	Mark Eason	Tom Gausvik, Feb. 2	
Ryan Nesbit	Sr. Assoc. VP	Mark Eason	Mark Harrison Jan. 12, 2012	

ii) Key questions:

- (1) What do you feel the greatest contribution of CAES to the university could be in the next 5 years?
- (2) What do you think CAES is doing well?
- (3) What do you think CAES should improve upon?
- (4) What are the three highest priorities of the university in the next 5 years?
- (5) What are the social, economic, political, and technological trends that will impact CAES in the next 10 years? Discuss both positive and negative trends that will impact the College.
- (6) What opportunities for collaboration do you see for the College?
- (7) What resources (in terms of individuals or groups of people and/or literature) do you think we should consider when drafting our Strategic Plan?
 - a. For Deans and Asst. Deans- specifically ask to help identify aspirational peers- maybe in a different conference/email
- (8) Is there anything we haven't asked that you think we need to know?

b) Strategy 2 – Interview key off campus decision makers (in Georgia); interviews with large groups will be on paper; others will be one-on-one interviews

i) Target groups

- (1) Georgia lawmakers
- (2) Organizations:
 - (a) CAES Advisory Council (Jean and Laura)
 - (b) GA Farm Bureau
 - (c) GA Agribusiness Council
 - (d) GA Department of Agriculture

- (e) Association of County Commissioners of GA (ACCG)
- (f) GA School Board Assoc. (GSBA)
- (g) GA Dept. of Education

ii) Key questions:

- (1) What do you feel the greatest contribution of CAES could be (to the state of GA) in the next 5 years?
- (2) What do you think CAES is doing well?
- (3) What do you think CAES should improve upon?
- (4) What do you think should be the three highest priorities of the College in the next 5 years?
- (5) What are the social, economic, political, and technological trends that will impact CAES in the next 10 years? Discuss both positive and negative trends that will impact the College.
- (6) What opportunities for collaboration do you see for the College?
- (7) What resources (in terms of individuals or groups of people and/or literature) do you think we should be looking at when drafting our Strategic Plan?
- (8) Is there anything we haven't asked that you think we need to know?

c) Strategy 3 – Interview aspirational peers

- i) Target groups – identify separate aspirational peer colleges of agriculture for teaching, research, extension, International programs and diversity

MISSION	ASPIRATIONAL INSTITUTIONS	CONTACT	COMMITTEE MEMBER ASSIGNED
Extension	Texas A&M, Texas Agrilife	Dr. Ed Smith, Director or Kyle Smith (Associate Director)	Mark Risse
	University of TN Cooperative Extension	Dr. Tim Cross	
	North Carolina State Cooperative Extension	Dr. Joe Zublena	
Research	UC-Davis	Barbara H Allen-Diaz Vice President, Director of the Agricultural Experiment Station Director of Cooperative Extension Professor and Russell Rustici Chair in Rangeland Management	Mike Strand

		<p>ANR 1111 Franklin St. Franklin 10201 Oakland, CA 94607-5200 (510) 987-9359 barbara.allen-diaz@ucop.edu</p>	
	Utah, was dean of research at Florida	<p>Mark McLellan Vice President for Research and Dean of the School of Graduate Studies Vice President for Research Old Main 159 1450 Old Main Hill Logan, UT 84322-1450 Office: (435) 797-1180 Mark.McLellan@usu.edu</p>	
	Ohio State	<p>Steven A Slack Director's Office Associate Vice Pres for Ag Admin & Director 209b Research Services OARDC Wooster, OH 44691 330-263-3701 Fax: 330-263-3688 oarc@osu.edu www.oarc.ohio-state.edu</p>	
	NCSU, was at Purdue	<p>Dr. William Randolph Woodson "Randy" Chancellor Box 7001 NCSU Campus Raleigh, NC 27695 Phone: 919-515-2191 Fax: 919-831-3545 Email: randy_woodson@ncsu.edu</p>	
Teaching	Cornell	<p>Dr. Donald R. Viands, Associate Dean and Director for Academic Programs, 151 Roberts Hall, 607-255-3081; drv3@cornell.edu</p>	Mark Harrison

	Univ. of Mn	Dr. Jay Bell, Associate Dean for Academic Programs and Faculty Affairs; 612-625-6703; jaybell@umn.edu	
	UC Davis	Dr. Diane Ullman, Associate Dean/Undergraduate Academic Programs; 530-752-7150; deullman@ucdavis.edu	
	Texas A&M	Dr. Kim Dooley, Associate Dean for Academic operations; 979-845-3792; k-dooley@tamu.edu	
	Penn State	Dr. Tracy Hoover, Associate Dean for Undergraduate Education, 101 Ag Admin. Bldg; 8140865-2541; tsh102@psu.edu	
Diversity	UC-Davis	Diane Ullman deullman@ucdavis.edu	Jennifer Cannon
	Texas A&M	Danielle Harris danielleh@tamu.edu	
	University of Florida	Was not clear from their web site. Maybe Mark Reiger can help id the person.	
	Honorable Mentions: Cornell and U. Illinois		
International	Purdue	Jess Lowenberg-DeBoer	Octavio Ramirez
	Cornell	Terry Tucker or Ronnie Coffman	
	Michigan State University	Dan Clay	
	University of Florida	Walter Bowen	

ii) Key questions:

- (1) What do you feel the greatest contribution of your college could be to your university in the next 5 years?

- (2) What have been the keys to your success?
- (3) What do you think should be the three highest priorities of your College in the next 5 years?
- (4) What are the social, economic political, and technological trends that will impact your College in the next 10 years? Discuss both positive and negative trends that will impact your College.
- (5) What do you think CAES at UGA is doing well?
- (6) What resources (in terms of individuals or groups of people and/or literature) do you think we should be looking at when drafting our Strategic Plan?
- (7) Is there anything we haven't asked that you think we need to know?

d) Strategy 4 – Interview key funding agencies

- i) Target groups
 - (1) USDA – identify all program areas
 - (2) NIH
 - (3) NSF
 - (4) EPA
 - (5) CDC
 - (6) FDA
 - (7) Non-profit funding sources
 - (8) Industry funding sources
- ii) Key questions:
 - (1) What are the social, economic political, and technological trends that will impact funding by your agency/organization in the next 10 years? Discuss both positive and negative trends.
 - (2) What key ingredients in proposals do you look for when making funding decision?
 - (3) What programs and/or people have been critical in your decision to fund research projects at UGA or at other universities?
 - (4) What resources (in terms of individuals or groups of people and/or literature) do you think we should be looking at when drafting our Strategic Plan?
 - (5) Is there anything we haven't asked that you think we need to know?

e) Strategy 5 – review literature to determine trends affecting CAES both positively and negatively

- i) Target groups:
 - (1) APLU
 - (2) Ag think tanks
 - (3) USAID
 - (4) FAO

4) Employers and Alumni

a) Strategy 1 – online survey to alumni

- i) Target group: CAES alumni

- (1) Key questions:
 - (a) What are economic, political, social or technical forces/trands that are influencing our organization in a positive or negative way toward achieving our mission?
 - (b) What are we doing well?
 - (c) What are we not doing well?
 - (d) Was there anything missing from your CAES academic program?
 - (e) How did CAES give you an advantage over your peers who graduate from other colleges and universities?
 - (f) What were valuable academic experiences you had at CAES?
 - (g) Demographics: When did you graduate? Undergraduate? Graduate? When was your major? Where? (Tifton, Griffin, Athens)
 - (h) Will also ask questions for employers in case they are both (see questions below)
- (2) Time frame: Test questionnaire – December; administer survey - third week of January
- (3) Needs: access to list serve from CAES Alumni Association.

b) Strategy 2 – online survey to employers

- i) Target group: employers of CAES alumni.
 - (1) Key questions:
 - (a) What are economic, political, social or technical forces/trands that are influencing our organization in a positive or negative way toward achieving our mission?
 - (b) What are we doing well?
 - (c) What are we not doing well?
 - (d) What are CAES graduates doing well?
 - (e) What are CAES graduates not doing well?
 - (f) What would you recommend to improve CAES academic programs?
 - (g) Approximately how many employees do you have? How many CAES grads have you hired in the last five years?
 - (h) How many of these have a graduate degree (M.S, Ph.D)?
 - (i) Is the scope of your company primarily local, state, national or international?
 - (2) Time frame: Test questionnaire – December or January; administer survey – February
 - (3) Needs: Contact info about employers (examples would be employers having attended the career fair in the last five years, CAES survey to recent graduates, GA agribusiness council list, etc).

c) Strategy 3 – regional meetings qualitative assessment of contributions specific to alumni and employers.

- i) Target group: alumni and employees
 - (1) Key questions (same as above for alumni and employees); will be administered on paper form.

- (2) Time frame: will be administered at regional meetings in January and February
 - (3) Needs: team coordinating the regional meetings needs to add demographics and questions for alumni and employers.
- d) *Strategy 4 – phone interviews with key information-rich alumni and employers, and prospective employers*
- i) Target group: information-rich alumni and employers, and prospective employers
 - (1) Key questions: Same as others, but go more in-depth in specific issues arising from the conversation
 - (2) Time frame: January to March
 - (3) Need from others: Departments and others (Tifton campus, Griffin, etc) should give list and contact info of key information-rich alumni and employers.
- e) *Strategy 5 - survey and rapid face-to-face interviews at Industry conferences scheduled in January and February*
- i) Target group: alumni, employers, and prospective employers
 - (1) Key questions: Same
 - (2) Time frame: Jan and Feb
 - (3) Resources: Travel funds
 - (4) Need from others:
 - (a) A comprehensive list of industry conferences being held in Georgia during the months of January and February for face-to-face interviews.
 - (b) If Strategic Planning Committee members are going to attend any industry conferences, we would appreciate it if they could do some rapid face-to-face interviews using our guideline/survey.
- f) *Strategy 6 - analysis of existing reports from already collected data (e.g., alumni survey from specific departments, Tifton, Academic Affairs, Departmental reviews, PRAC reports, etc)*
- i) Target group: existing data from alumni and employers
 - (1) Key questions: Extracting existing data
 - (2) Time frame: Jan and Feb
 - (3) Need from others: Departments et al should provide the documents.

Summary of Needs for Strategic Planning Process

Items highlighted in yellow indicate that 2 or more teams are conflicting.

Who Needs It?	Who do they need it from?	What do they need?	Completed?
Regional Meetings	Campus Meetings	Need to come up with a	

Team	Team	common set of questions for employees	
Regional Meetings Team	CAES Conference Office	Help with registration for regional meetings.	✓
Regional Meetings Team	OCTS	Access to websites/surveys, etc, for additional input by other teams	
Regional Meetings Team	District Extension Directors, Department Heads	Support to encourage participation	
Regional Meetings Team	Employees who are not on the Strategic Planning Committee	Assistance on Listening Teams	
Campus Meetings Team	Regional Meetings Team	Need to decide if we need a regional meeting on campus (scheduled for Feb. 23 at the GA Center) as well as 2 meetings for staff and all departmental faculty meetings	✓
Campus Meetings Team	Jean Bertrand	Supplies listed on p. 3 of Resources Guide	
Campus Meetings Team	Regional Meetings Team	Co-ordination with regional meeting group on space, time and questions so we do not overlap or add time	
Campus Meetings Team	Jean Bertrand	Co-ordination with the Dean's office to call Dept head meeting and help emphasize importance of faculty meetings	
Campus Meetings Team	Ambassadors	Help administer questionnaires to students	
Campus Meetings Team	Teaching faculty	Help administer questionnaires to students	
Key Decision Makers Team	Campus Meetings Team	Both are scheduled to interview department heads	

Key Decision Makers Team	CAES Administration	Who will interview Deans of Forestry, FACS, Vet Med, Public Health?	✓
Key Decision Makers Team	CAES Administration	Please identify key aspiration colleges of agriculture for teaching, research, and extension	
Key Decision Makers Team	CAES Administration	Identify key contacts of funding agencies (see part 3, strategy 4)	
Key Decision Makers Team	CAES Administration	Identify key Georgia lawmakers to interview	
Key Decision Makers Team	CAES Administration	Identify key Georgia organizations to interview (CAES Advisory Council, GA Farm Bureau, GA Agribusiness Council)	
Alumni/employers Team	Regional Meetings Team	Add identifiers to the survey given at the regional meetings to determine if respondents are also alumni and/or employers. Should different sets of questions be used?	
Alumni/employers Team	Jean Bertrand	List of employers and contact information for those who attended CAES South Campus Career and Internship Expo in the last 5 years.	
Alumni/employers Team	Jean Bertrand	List of employers identified by Brice's survey of May, 2011 graduates.	
Alumni/employers Team	Departments and others	Should give list and contact info of key information-rich alumni and employers	
Alumni/employers Team	Dean Angle	Travel funds to attend industry conferences (see part 4, strategy 5)	
Alumni/employers Team	Extension agents	A comprehensive list of industry conferences	

		being held in Georgia during the months of January and February for face-to-face interviews.	
Alumni/employers Team	All other Strategic Planning team members	If Strat Plan committee members are going to attend any industry conferences, we would appreciate it if they could do some rapid face-to-face interviews using our guideline/survey.	
Alumni/employers Team	Departments	Existing reports from already collected data (e.g., alumni survey from specific departments, Tifton, Academic Affairs, Departmental reviews, PRAC reports, etc)	