

**Strategic Planning Meeting**  
**11 March 2005**

Mr. Thomas opened the meeting with a discussion of the latest security issues and a reminder to Faculty to turn in departmental book orders.

The re-written technology plans for each department will be turned into Mr. Carter, who will consolidate them for web publication.

Ms. Landry will revise and fine-tune the Closing Procedures for the Library.

Mr. Thomas discussed the strategic plan requirements and gave an example of what he would like to see. Each Faculty member was asked to write a goal, including the objectives, strategies, and methodologies for that goal. A worksheet was disseminated and we will turn input into Mr. Thomas by 23 March 2005.

Ms. Kwak advised everyone that the custom ilink changes have been made and to please look at them and let her know of any additional recommendations by Monday.

Mr. Matthews read a response from the "Turn It In" software company in which they thanked and apologized for a problem discovered by Mr. Matthews.