

University of San Francisco

School of Management

SPC Committee Meeting Summary

Date:	3/30/2022	Start Time:	10:00 AM	End Time:	10:57 AM	Location:	Zoom
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Attendance

Michelle Millar, Tatiana Fedyk, Deniz Bahar, Zach Burns, Johnathan Cromwell, Kourosh Dadgar, Richard Gregory Johnson III, Simone Jordan, Morgan

Maich, Janice Chuakay, Elizabeth Lagran (note-taker)

Guests : SAB: Anson Tan, Tina Zamora, Prairwa Kalayanamit

Agenda

- Hello's and check-in
- Follow up from last meeting - stakeholders.
- Responsible Accountable Consulted Inform - RACI - where does it fit in our plan?
- Use of Canvas site - Deniz, All
- Updates from the SAB visit with Dean's Circle (Prairwa, Tina, Anson, or Esha)
- Please suggest any recommended updates to the strategic plan document.
- Strategic Plan Progress report - MM (Please continue to make notes for your initiatives in your appropriate folders)
- Review & approve Feb 23 meeting minutes

Decisions Made & Policies Approved

- February 23, 2022, Meeting Minutes Approved: All in favor

Proceedings

1. Initiatives that are tied to Academic Affairs will engage with stakeholders. Dean and ADs are responsible for the initiatives. However, they are not responsible for implementing the initiatives. SPC is not in the role of assigning the initiatives to specific stakeholders.
2. A Dean's circle member was invited to be a guest speaker in a class. It was suggested to have a list of USF alumni and be invited to be a class guest speaker.
3. Discussed who might be willing to take responsibility for certain initiatives, and how to involve stakeholders, faculty, and staff to engage in the initiatives.
4. RACI- Responsible, Accountable, Consulted, and Informed is a project management tool. This is a framework to organize a responsibility that is attached to the objective. Who is responsible not just to engage. Some

stakeholders can engage and not do the work. A level of involvement is also needed in how the objective is to be implemented.

5. [Raci Chart link](#)
6. [Project Management RACI Matrix](#)
7. Deniz shares the strategic # 5 worksheet with the group and provides updates on how RACI Matrix is reflected in the initiatives. She also shared the Canvas dashboard and provided how to navigate SOM SPC contents.
8. Update the initiatives spreadsheets documents for any activity.

Actions Items to be addressed after the meeting

- Invite Danielle Glynn to join the SPC meeting to provide a platform to students outside of SOM.

Any other Business

- None