

Effective: September 13, 2005

University Governance UNIVERSITY PLANNING COUNCIL

Approved: September 6, 2005
Executive Cabinet

The University Planning Council supersedes the former Strategic Planning and Resource Council. The primary function of the University Planning Council is to provide overall coordination and synthesis of the University's planning activities and to advise the President on related matters.

Membership

1. One (1) APSCUF-MU representative (President or designee).
2. One (1) AFSCME representative (President or designee).
3. One (1) SCUPA representative (President or designee).
4. One (1) Faculty Senate representative.
5. One (1) student representative and one (1) alternate, each to be appointed by the Student Senate.
6. One (1) graduate student representative and one (1) alternate, each to be appointed by the Graduate Student Association.
7. Four (4) faculty representatives.
8. One (1) Dean.
9. Two (2) Executive Cabinet members: Vice President for Student Affairs and the Provost and Vice President for Academic Affairs.
10. One (1) trustee, to be appointed by the chair of the Millersville University Council of Trustees.
11. Assistant Vice President for Institutional Assessment and Planning, as staff support.
12. One (1) council member to serve as chairperson, appointed by the President.

Initial Responsibilities

Develop a proposed final visioning document that articulates the University's guiding

vision statements, based on responses collected in campus workshops and focus groups, responses from the University to the visioning principles identified during the 2004-2005 campus workshops, and analysis and discussion among members of the University Planning Council. The final document will identify the broad institutional themes that will form the primary emphases for the University. The document will be proposed to the President no later than November 15, 2005 and will be reviewed by the Executive Cabinet and the Council of Trustees.

After approval of the final visioning document, identify the outcome(s) associated with each institutional theme and articulate key performance indicators for each outcome. The proposed outcomes and key performance indicators should be consistent with and incorporate existing Division-level plans wherever possible. It is expected that these newly-defined outcomes and key performance indicators will support and be consistent with Millersville's response to the PASSHE System Accountability Plan and System Strategic Plan.

Provide appropriate opportunities to the campus community and key stakeholders to offer input and feedback regarding the proposed outcomes and key performance indicators. This process will be completed in a timely manner to assure that the final draft will be recommended to the President and Executive Cabinet no later than the Friday immediately before Spring Break, 2006.

Ongoing Responsibilities

1. Annually, receive assessment data and information from the Divisions and institutional units and prepare a summary report for the President. After review, this report will be shared with the University community and other key stakeholders. This report will be due each year by October 15 of each year.
2. Annually, review the University's statements of vision, related outcomes and key performance indicators to determine if revisions are required. As appropriate, the University Planning Council will assure that the University community has opportunity to comment on any proposed revisions. Recommended revisions should be submitted to the President for review.
3. Annually, participate in professional development opportunities (e.g., group readings and discussions, systematic orientations for new members, or conference attendance) to assure that the Council's work reflects current issues and trends.
4. Annually, review the results of on-going environmental scanning to assure that the University's institutional themes reflect current conditions, trends and issues.
5. Review the University Mission Statement and recommend appropriate revisions. The revised Mission Statement will be submitted to the President for review and comment by the Executive Cabinet and the Council of Trustees. The University Mission Statement must be approved by the University's Council of Trustees.
6. Participate in the University's accreditation process with Middle States.

In Spring 2008, the effectiveness of University Planning Council processes will be reviewed by the President and Executive Cabinet. This timeline will permit completion of two full annual cycles as well as fulfillment of the initial responsibilities described in this document. The intent of this assessment is to validate the work of the Council and make appropriate adjustments to processes if needed.