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**Effective:** September 30, 2014

## **University Governance STRATEGIC PLANNING STRUCTURE**

**Approved:** September 30, 2014  
President's Cabinet

**Revised:** February 16, 2016  
September 25, 2023  
President's Cabinet

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The planning structure to facilitate institutional renewal and continuous improvement will include three elements—the Strategic Planning Facilitation Team (SPFT) the Strategic Plan Steering Committee (SPSC), and the Strategic Advisory Council (SAC).

### **Strategic Planning Facilitation Team**

The SPFT will consist of the co-chairs of the SAC and the Assistant Vice President of Institutional Assessment and Planning. The SPFT will:

1. Set agendas for the SAC in collaboration with the President.
2. Facilitate or collaborate with external facilitator(s) to lead SAC meetings.
3. Synthesize materials for SAC and SPSC meetings, with support from the Planning, Assessment & Analysis unit staff.
4. Coordinate communications with the University community regarding updates and progress on the University's Strategic Plan.
5. Recommend alignment of University goals and strategies with PASSHE initiatives.

### **Strategic Plan Steering Committee**

The President's Cabinet and the SPFT shall serve as the SPSC and will be led by the President. The SPSC will:

1. Implement, monitor, and update the work plan for the University's Strategic Plan, including an annual update to strategies, which incorporates feedback from the SAC.
2. Identify divisional or unit-level action plans and resources needed to implement the work plan.
3. Finalize agendas and topics for the SAC.

## Strategic Advisory Council

The SAC will meet two to four times per year and may meet as needed to address strategic issues that arise. The SAC will be led by the SPFT. The SAC will:

1. Review updates to strategies as informed by performance indicators and progress towards expected outcomes.
2. Identify issues that arise from observation of higher education trends and external challenges or opportunities that impact the fulfillment of our mission and achievement of our goals.
3. Align planning with the Middle States Commission on Higher Education standards.
4. Provide input to the President and the SPSC on revised or updated strategies.

The membership of the SAC will include:

1. The Strategic Planning Facilitation Team.
2. The Strategic Plan Steering Committee.
3. A Council of Trustees representative.
4. Deans' Council members.
5. Presidents of APSCUF, AFSCME, SCUPA, and Faculty Senate (or their respective designee).
6. Five selected faculty department chairs (one each from the College of Education and Human Services the Lombardo College of Business, the College of Science and Technology, the College of Arts, Humanities and Social Sciences, and the University College).
7. Student Government Association and Graduate Student Association presidents (or their respective designee).
8. The Alumni Board and the Foundation Board presidents (or their respective designee).
9. Assistant Vice President for Communications & Marketing, Assistant Vice President for Enrollment Management & Chief of Operations, Assistant Vice President of Finance & Administration, Associate Vice President for Advancement, Associate Vice President for Student Affairs-Engagement, Associate Vice President for Student Affairs-Operations, and Director of Financial Aid.
10. The President will serve as an ex officio member.
11. The Planning, Assessment & Analysis Administrative Assistant will provide staff support.

### Membership Appointments and Terms

#### Strategic Plan Facilitation Team:

The co-chairs of the SPFT will include one administrator and one faculty member, appointed by the President. Co-chairs will serve three-year terms.

#### Strategic Advisory Council:

The Council of Trustees Chair will appoint a representative to the SAC. The SPFT will work with the College Deans to secure SAC department chair nominations. The SPFT will recommend department chair nominees to the Provost. The Provost will confer with the SPFT to reach mutually agreed upon recommendations. After agreement, the Provost will forward the recommended department chairs to the President for final approval of SAC membership. The term of office for all SAC members will be the duration of their leadership role in the respective position listed, except for faculty department chairs. The selected department chairs will serve three-year terms. Ideally the department chair terms will be staggered.