
Effective: September 30, 2014

University Governance STRATEGIC PLANNING STRUCTURE

Approved: September 30, 2014
President's Cabinet

Revised: February 16, 2016
President's Cabinet

The planning structure to facilitate institutional renewal and continuous improvement will include three elements—the Strategic Planning Facilitation Team, the Strategic Plan Steering Committee, and the Strategic Advisory Council. This Planning Structure and its process will be revisited after the first year and then reviewed as part of the Middle States reaffirmation of accreditation processes.

Strategic Planning Facilitation Team

The Strategic Planning Facilitation Team will consist of the co-chairs of the Strategic Advisory Council and the Assistant Vice President, Institutional Assessment and Planning. The co-chairs of the facilitation team will include one administrator and one faculty member, appointed by the President. Co-chairs will serve three-year terms. The SP Facilitation Team will:

1. Set agendas for the Strategic Advisory Council in collaboration with the President.
2. Facilitate or collaborate with external facilitator(s) to lead Strategic Advisory Council 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 *Our Bold Path*.
5. Recommend alignment of University goals and strategies with PASSHE Strategic Plan.

Strategic Plan Steering Committee

The President's Cabinet and the Strategic Planning Facilitation Team shall serve as the Strategic Plan Steering Committee (SPSC). The President shall lead the SPSC. The Strategic Plan Steering Committee will:

1. Implement, monitor and update the work plan for *Our Bold Path*, including an annual update to strategies, which incorporates feedback from the Strategic Advisory Council.
2. Identify divisional or unit-level action plans and resources needed to implement the work plan.
3. Finalize agendas and topics for the Strategy Advisory Council.

Strategic Advisory Council

The Strategic Advisory Council (SAC) will meet at least two times per year in workshop or retreat format and may meet as needed to address strategic issues that arise during the year. The SAC will be led by the SP Facilitation Team. The Strategic Advisory Council (SAC) will:

1. Review updates to strategies as informed by performance indicators and progress towards expected outcomes and provide input to the President and the SPSC on revised or updated strategies.
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 the Middle States Commission on Higher Education decennial and periodic review processes with planning processes.

The membership of the SAC will include

1. The Strategic Planning Facilitation Team (the two co-chairs and the Assistant Vice President for Planning and Assessment).
2. A Council of Trustee representative, appointed by the COT Chair.
3. Deans' Council members.
4. Presidents of APSCUF, AFSCME, SCUPA and Faculty Senate (or their respective designee)
5. Five selected faculty department chairs (one each from the College of Education and Human Services and the College of Science and Technology, two from the College of Arts, Humanities and Social Sciences, and one non-school department).
6. Student Senate and Graduate Student Association presidents (or their respective designee).
7. The Alumni Board and the Foundation Board presidents (or their respective designee).
8. The Associate Vice President of Finance & Administration, Assistant Vice President for Enrollment Management/Director of Financial Aid, Assistant Vice President for Student Affairs, Executive Director of Human Resources, Assistant Vice President for Advancement/Director of External Relations and Director of Admissions.
9. The President and the Budget Director will serve as ex-officio members.
10. The Planning, Assessment & Analysis Administrative Assistant will provide staff support.

The term of office for all SAC members, with exception of the selected faculty department chairs, will be the duration of their leadership role in the respective position listed. The selected department chairs will serve terms that are staggered. The Provost will recommend department chairs to the President for approval of membership on the SAC.