

STRATEGIC PLANNING COMMITTEE BY-LAWS

Revised October 2016

ARTICLE I: NAME

This Committee shall be called the Strategic Planning Committee, a Standing College Committee.

ARTICLE II: PURPOSE

The purpose of this committee shall be to monitor the implementation of the strategic plan, including performance indicators and strategic funds.

ARTICLE III: FUNCTIONS

The Strategic Planning Committee will (1) Identify and monitor metrics to assess progress on strategic plan; (2) Identify specific initiatives that have contributed to the forward strategic momentum in the past year; (3) Review any potential threats or opportunities to the college, given current environment; and (4) Facilitate regular communication of strategic plan progress to the college community, including the production of an annual written report that is submitted to the President and Faculty Senate and communicated to the community on an annual basis.

ARTICLE IV: MEMBERSHIP

Section 1: Permanent Membership

The membership of the Committee shall have twenty-five voting members, including: two faculty members from each school; one faculty member from the library; two at-large faculty members; the Provost; the Chief of Staff; the Vice Presidents (or most senior administrator) of Advancement, Facilities, Student Affairs, Enrollment Services, Finance, and Enrollment Management; one representative each from the Office of Institutional Effectiveness and the Office of Institutional Research; and two deans, selected on a rotating basis, to represent undergraduate and graduate interests.

ARTICLE V: OFFICERS

Section 1: Officers and Duties

The Committee shall have two Co-Chairpersons (“the Co-Chairs”) and a Secretary. The chair or co-chairs presides at all meetings, unless another is designated in their absence. The secretary shall be responsible for keeping all minutes and records pertaining to the work of the committee.

Section 2: Selection of Officers and Terms

The co-chairs shall be the Provost and one member of the faculty. The faculty co-chair and the secretary shall be elected from among the committee's membership at the last meeting of the spring semester. Terms of office shall be for two years and elected officers shall be limited to two consecutive terms of office.

ARTICLE VI: MEETINGS

Regular meetings of the Strategic Planning Committee shall take place a minimum of two times in each of the fall and spring semesters. At least one meeting per academic year will be a joint meeting with the Economic and Fiscal Matters Committee.

ARTICLE VII: QUORUM

A quorum will consist of 50 percent of the current committee membership.

ARTICLE VIII: VOTING

Each member of the committee shall have one vote.

ARTICLE IX: SUBCOMMITTEES

The Committee will establish subcommittees as required and in consultation with the President.

ARTICLE X: ANNUAL REPORT AND OFFICIAL ARCHIVE

An Annual Report summarizing the activities and actions of the Committee shall be submitted to the President and Faculty Senate by December 15 of each year.

An official archive of all the documentation reviewed and approved by the Committee will be stored in the committee's folder in the share drive.

ARTICLE XI: AMENDMENTS

These Bylaws may be temporarily suspended by a vote of two-thirds of the members present. Proposed amendments must be presented and discussed at a regularly scheduled meeting and may be adopted at the following regularly scheduled meeting by a vote of two-thirds of members present.

ARTICLE XII: PARLIAMENTARY AUTHORITY

In order to facilitate creative thinking and practical recommendations, the Committee will often engage in open discussions. In order to facilitate decision making, the Chair or any three members may invoke the current edition of Robert's Rule of Order.