



PennWest University Strategic Planning Council

The PennWest University Strategic Planning Council (USPC) is responsible for implementing and assessing the strategic plan by monitoring measurable goals, objectives, and indicators of institutional effectiveness.

PURPOSE

The Council's primary function is to develop a culture of planning and strategic thinking through collaboration with University departments to achieve the desired outcomes.

The USPC ensures that all significant plans, decisions, policies, and initiatives align with the University's mission and the current strategic plan. The strategic plan assessment is an ongoing effort, conducted year after year, rather than being a one-time activity at the end of a planning cycle.

RESPONSIBILITIES

The USPC will be responsible for overseeing the assessment of the strategic plan through dedicated standing subcommittees, each focused on one of the University's Values articulated in the strategic plan: Learning, Growth, Inclusion, Collaboration, and Culture. Each committee will monitor measurable outcomes associated with their value strategies and initiatives. Identifying target dates and criteria for success.

Each committee will have a chair appointed by the USPC chair. The chair will be responsible for providing regular updates to the full USPC on the status of the work and delivering a written annual end-of-year report.

All USPC members are expected to understand the components of the strategic plan, actively participate in committee activities and discussions, and disseminate information about the strategic plan's implementation progress. The USPC chair will conduct an annual review of the university's mission statement to ensure alignment with PASSHE's mission statement and institutional goals.

Chairs will be responsible for providing a summative annual report on the progress of the strategic plan and achievement of outcomes, including recommendations that align with the strategic plan and the University's mission. Additionally, it will present a verbal report to the Council of Trustees and engage in an open forum with the PennWest community.

MEMBERSHIP

USPC membership is representative of the many constituencies of the large and diverse university community. At the monthly General Meetings of the USPC, members share information about relevant new directions and initiatives.

The membership of the USPC is as follows:

- Vice President, Institutional Effectiveness & Student Affairs, Chair
- Executive Director of Institutional Effectiveness
- 2 Senior Staff Members, Cabinet Representation
- 3 Faculty Representatives
- 3 Student Representatives
- 3 Staff Representative
- President's Office Representative
- 1 Support Staff

Committee chairs will be appointed from this membership and terms of service will be for three (3) years, except for student representatives. A one-year hiatus, with the exception of Vice Presidents and Executive Director of Institutional Effectiveness, will follow two consecutive appointments.

TIMELINES

- All council appointments will be in place by September 1 of each academic year.
- Subcommittee chairs and membership will be determined by the first meeting in October.
 - *Note: the inaugural USPC appointments will be in place by March 1, 2024, with subcommittee chairs and membership determined by March 29, 2024*
- The USPC general body will convene monthly, with subcommittees and special meetings scheduled as needed.
- Preliminary reports from all subcommittees will be submitted in January.
- Annual reports will be accessible by June 30 of each academic year.
- Council of Trustees reports will be conducted at least once per academic year.