

# STRATEGIC PLANNING AND RESOURCE COMMITTEE BYLAWS

## I. PURPOSE

The Strategic Planning and Resource Committee (SPRC) is a Senate Committee established as an official advisory committee to the University President and is responsible for:

- Reviewing and making recommendations to the President as appropriate, on the University mission/vision every 4 years.
- Recommending a strategic plan to the President and the Council of Trustees.
- Monitoring and reviewing the assessment of the university's strategic plan, using all pertinent institutional and programmatic data.
- Recommending updates and revisions to the Strategic Plan as appropriate.
- Advising the President on other critical strategic issues,
- Linking critical strategic issues and assessment outcomes to the budget and recommending priorities,
- Providing oversight to the academic program review recommendations and processes to ensure that resources are considered and that issues which affect more than one program or initiative are addressed,
- Maintaining effective communication with the University community,

## II. MEETINGS and MEMBERSHIP SELECTION AND TERMS

### A. Frequency of Meetings.

The committee shall meet at least three times per academic semester on a Friday at 3 pm, with other meetings called at the discretion of the President and/or the Executive Committee of the Strategic Planning and Resources Committee.

### B. Attendance:

Regular attendance of all members is expected. Excessive absences may result in removal of the member by the Executive Committee of SPRC. The executive committee will notify Senate of any vacancies of elected members.

### C. Composition of the Membership

1. Faculty representatives: APSCUF president or designee, University Senate president or designee, and eleven representatives elected through the Senate (two faculty from each college, one graduate faculty member, one non-teaching faculty member, and one at-large faculty member.)
2. Other voting members: the President of Student Government Board or their designee, the President of Graduate Student Association or their designee and two Staff members who are elected through the Senate.
3. Ex-officio, non-voting Administration members: President of the University; administration members, as appointed by the President, including, but not limited to Cabinet members, Vice Provost of Extended and Lifelong Learning & Graduate Dean, Associate Provost for Accreditation & Assessment, Deans' Council Representative, the Chief Diversity Officer, and the Assistant Vice President for IT, and a representative from the Alumni Board designated by the President
4. Individuals appointed to serve at SPRC should only represent one body/office/division, insofar as possible.

### D. Officers and Other Executive Committee Members

1. The Officers of the Committee are the Chair and the Vice Chair, both of whom must be faculty members from the elected membership.
2. The other members of the Executive Committee are the chairs of the standing subcommittees. The executive members do not have to be voting members of SPRC.

### E. Terms

1. All elected members serve for a staggered three-year term and may be re-elected.
2. Officers of the committee and the subcommittee chairs are elected by the full committee to serve for two years. Individuals may serve two terms with the exception of the program review chair who is always the Vice Provost for Assessment. Officers and subcommittee chair elections will be conducted during the last meeting of the spring semester.
3. Members of each subcommittee will be determined during the first meeting of the fall semester or throughout the year as needed.

### III. AGENDA and MINUTES

A. Agenda items will be solicited two weeks prior to the scheduled meeting.

B. Minutes:

The minutes should be distributed to the to all members one week prior to each meeting with the upcoming agenda

#### IV. RULES OF ORDER

A. Meetings shall be conducted according to the current Robert's Rules of Order.

B. A quorum will consist of the presence of a majority of the voting members of the full committee.

#### V. DUTIES OF THE OFFICERS AND MEMBERS

A. The officers of the committee are responsible for ensuring that the work of the committee is implemented.

##### 1. Duties of the Chair

a. The Chair of SPRC or designee is responsible for reporting to senate once a year

b. The chair creates and presides over the agenda for all meetings

c. The chair meets with the president as needed

d. Act as a liaison to university senate and other shared governance bodies

e.. The chair may establish taskforces on behalf of SPRC

f. The chair presides over executive council

##### 2. Duties of the Vice Chair

a. Facilitates the onboarding of new members

b. Assumes the responsibilities of the chair in their absence

### 3. Duties of the members:

- a. Adhere to the purpose of the Strategic Planning and Resources Committee
- b. Respond to issues raised by the officers.
- c. Complete assignments deemed necessary by the Strategic Planning and Resources Committee
- d. Report to their constituencies and communicating issues from those bodies

## VI. STANDING SUBCOMMITTEES

A. Members of the standing subcommittees may be appointed from outside the Strategic Planning and Resource Committee.

B. Subcommittees are responsible for carrying out specific charges assigned by the committee. Members of these subcommittees serve for a one-year period.

C. The three standing subcommittees shall be: Strategic Initiatives Subcommittee, Budget Subcommittee, and Program Review Subcommittee.

D. Each subcommittee should meet at least once each academic year or more frequently if needed to accomplish the charges required of each subcommittee

### 1. **Strategic Initiatives Subcommittee**

#### Purpose:

The Strategic Initiatives Subcommittee shall monitor and recommend updates to the Kutztown University of Pennsylvania's strategic plan. The Subcommittee reports to the SPRC on critical strategic issues and recommends priorities. The subcommittee is expected to maintain effective communication with the SPRC and will seek additional input from the University community as needed to carry out its charge.

#### Charge:

- a. Identify issues critical to the success of the University.

- b. Review and provide feedback on the strategic plan objectives which have been identified as priorities.
- c. Confer with the Budget and Resources Subcommittee to ensure there is alignment of University resources with strategic priorities and initiatives.
- d. In coordination with the University's planning cycle, recommend updates based on charges 1 and 2 above, to the University Strategic Plan
- e. Provide an annual update to the SPRC an assessment of progress on strategic initiatives.

**Membership:**

The Strategic Initiatives Subcommittee shall consist of a Chair elected by the SPRC and a minimum of three faculty members and three other selected members of the SPRC. The President of the University (or designee) and the Chair of the SPRC are ex-officio members.

Additional members of the committee are at the discretion of the SPRC.

## **2. Program Review Subcommittee**

**Purpose:**

The Kutztown University Program Review Subcommittee assesses academic program review outcomes within the context of the mission/vision of the University as well as the university's strategic plan.

**Charge:**

- a. Evaluate the academic program reviews.
- b. Make recommendations to the SPRC on program review process. Provides coordination and guidance on various aspects of the academic program review process;
- c. Submit regular reports to the SPRC on program review progress.

**Membership:**

The Program Review Subcommittee shall be chaired by the Associate Provost for Accreditation and Assessment or designee. The subcommittee shall also consist of

three faculty members and three other members of the SPRC. The President of the University (or designee) and the Chair of the SPRC are ex-officio members. Additional members of the committee are at the discretion of the SPRC.

### **3. Budget and Resources Subcommittee**

#### **Purpose:**

The Budget and Resources Subcommittee monitors the current university budget and other resources and assesses both internal and external factors that may impact current or future budgets. The Subcommittee reports findings to the SPRC.

#### **Charge:**

- a. Align the university budget and resources with strategic initiatives.
- b. Be a sounding board in the event of budget and resource cuts.
- c. Submit reports to the SPRC on the ongoing progress of this subcommittee.

#### **Membership:**

The Budget and Resources Subcommittee consists of a chair who shall be a faculty member and a member of the SPRC. The Subcommittee shall also consist of three additional faculty members who are members of the SPRC. The subcommittee shall also consist of three other members of the SPRC, two of whom should be the Vice-President of Finance and Facilities and the Provost or designee. The President of the University (or designee) and the Chair of the SPRC are ex-officio members. Additional members of the committee are at the discretion of the SPRC.