



## **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:

- Identifying, monitoring, and assessing strategic initiatives including assessment data,
- Advising the President on critical strategic issues,
- Linking critical strategic issues and assessment outcomes to the budget and recommending priorities,
- Providing oversight to the program review processes to ensure that resources are considered, that issues which affect more than one program or initiative are addressed, and that new program and initiatives are brought forth for consideration,
- Maintaining effective communication with the University community,
- Upon consultation with governance, the SPRC shall periodically recommend a strategic plan to the President and the Council of Trustees.

### **II. MEMBERSHIP SELECTION AND TERMS**

The committee and standing subcommittees shall meet as needed throughout the academic semester.

#### **A. Composition**

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, and two non-teaching faculty member.)
2. 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, Administrative Council Representative, Deans' Council Representative, and Director of Assessment.
3. Other voting members: representative from the Alumni Board, one student from the Student Government Board, one representative from the Graduate Student Association and one individual from Unit 1 or Professional Staff.
4. Individuals appointed to serve at SPRC can only represent one body/office/division.



## **B. Officers**

The Officers of the Committee are the Chair and the Vice Chair.

## **C. Terms**

1. Faculty elected through the Senate serve for a staggered three year term.
2. Officers of the committee and subcommittees chairs and members are elected by the full committee to serve for one year. Individuals may serve more than one term. Officer elections will be conducted during the last meeting of the academic year. Elections for Subcommittee chairs and members will be held during the first meeting of the academic year.

## **D. Duties**

1. The officers of the committee are responsible for ensuring that the work of the committee is implemented.
2. Members of the Strategic Planning and Resource Committee are responsible for reporting issues to their constituencies and for bringing forth issues from those bodies.
3. The minutes should be distributed to the members one week after a meeting took place.

## **III. AGENDA**

- A. Agenda items will be solicited one week prior to the scheduled meeting.
- B. The final agenda for the meeting will be available for the members of the committee on the day of the meeting.

## **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. COMMITTEE ORGANIZATION**

### **Full Committee**

Members are responsible for:

- a. Adhering to the purpose of the Strategic Planning and Resources Committee
- b. Responding to issues raised by the officers.



- c. Completing assignments deemed necessary by the Strategic Planning and Resources Committee
- d. Reporting to their constituencies and communicating issues from those bodies

### **Subcommittees**

The Strategic Planning and Resource Committee has three standing subcommittees: Strategic Initiatives Subcommittee, Budget Subcommittee, and Program Review Subcommittee. Members of these subcommittees may be appointed from outside the Strategic Planning and Resource Committee. Subcommittees are responsible for carrying out specific charges assigned by the committee. Members of these subcommittees serve for a one-year period. Administration members will be non-voting members of the subcommittees. Following is information on each committee.

#### **Strategic Planning and Resources Committee (SPRC) Strategic Initiatives Subcommittee**

##### **Purpose:**

The Strategic Initiatives Subcommittee shall identify and monitor Kutztown University of Pennsylvania's strategic initiatives for the SPRC. The Subcommittee reports to the SPRC on critical strategic issues and helps link these issues to the budget for recommending priorities. The subcommittee is expected to maintain effective communication with the SPRC on the implementation and progress of strategic initiatives. The Subcommittee will seek additional input from the University community as needed.

##### **Charge:**

1. Monitor the progress of the goals identified as priorities.
2. Submit regular reports to the SPRC.
3. Identify issues critical to the success of the University.

##### **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 and the Chair of the SPRC are ex-officio members. Additional members of the committee are at the discretion of the SPRC.



### **Strategic Planning and Resources Committee (SPRC) Program Review Subcommittee**

#### **Purpose:**

The Kutztown University Program Review Subcommittee shall assess academic program reviews outcomes as related to the mission/vision. The Subcommittee shall communicate information about the program review process to the SPRC.

#### **Charge:**

1. Evaluate the academic program reviews.
2. Make recommendations to the SPRC on program review process.
3. Submit regular reports to the SPRC on program review progress.

#### **Membership:**

The Program Review Subcommittee shall comprise a chair who is a member of and elected by the SPRC. The subcommittee shall also consist of 3 faculty members and three other members of the SPRC, one of whom will be the Provost or designee. The President of the University and the Chair of the SPRC are ex-officio members. Additional members of the committee are at the discretion of the SPRC.

### **Strategic Planning and Resources Committee (SPRC) Budget Subcommittee**

#### **Purpose:**

The Budget Subcommittee shall monitor the current university budget and assess both internal and external factors that may impact current or future budgets. The Subcommittee shall report findings to the SPRC.

#### **Charge:**

1. Align the university budget with strategic initiatives.
2. Be a sounding board in the event of budget cuts.
3. Submit reports to the SPRC on the ongoing progress of this subcommittee.

#### **Membership:**

The Budget Subcommittee shall consist 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 for Administration and Finance and the Provost or designee. The President of the University and the Chair of the SPRC are ex-officio members. Additional members of the committee are at the discretion of the SPRC.



**Effective:**

October 24, 2008

Revised November 12, 2010

Approved at University Senate Meeting – December 6, 2012

Revised December 1, 2017

Approved by Senate Executive Board-March 18, 2018