Draft Operational and Procedural Guidelines

Purpose and Description of the Committee (from the Planning and Budget Council By-Laws):

The Chair, in consultation with the Vice Chair, shall appoint a Strategic Planning and Institutional Effectiveness Committee. The Committee shall be responsible for developing a university-wide strategic planning process that is transparent, inclusive, (both internally and externally), and that meets BOG, BOT, and SACS expectations. It shall also be responsible for coordinating the creation of new strategic plans as necessary, including: timelines, goals, metrics, responsibilities, and resource needs; monitoring progress once the plan is approved and implemented; and ensuring that institutional effectiveness is ongoing, well-executed, and documented to meet the needs of the BOT, BOG, and SACS. It shall support the work of the PBC as directed by the Chair of the PBC. The Strategic Planning and Institutional Effectiveness Committee shall have two co-chairs, the Associate Provost for Planning and Institutional Performance and the Associate Vice President for Curriculum and Instruction. Other members of the Committee shall include a representative of Student Government, two Faculty Senate representatives (one of whom is the Senate President), a Staff Advisory Council representative, an academic Dean, and one non-academic member from each of the Council’s other standing committees.

Meetings:
Meetings will be held at least twice each semester, fall and spring and once during the summer semester. Additional meetings will be called when required and as warranted by the committee’s work. Notification for each meeting will be posted on the PBC/SPIEC website. All members of the University community are welcome to attend the meetings as are members of the public. If a member of the committee cannot attend, he/she should make every effort to have a representative attend in his/her place. Members that will be absent should give prior notice to the committee co-chairs if possible.

Membership:
Membership for the committee is determined by the PBC by-laws. Requests for additional members will be discussed by the committee as a whole and then requested per the PBC by-laws. The committee may wish to ask non-members from the University community to attend specific meetings and address topics of interest.

Documents and Material:
The committee will utilize email and the SPIEC web pages for the distribution of working documents including the posting of meeting minutes for review.

Committee Work:
While it is perceived that most of the tasks that will be undertaken by the ERMC will be discussed and handled by the committee as a whole there may be occasions when sub groups may be formed to address specific tasks. Non ERMC members may be asked to serve on these subgroups.
**Quorum:**
When the Committee meets, a quorum shall be the number of members present at the meeting providing one of the two Co-Chairs is present. A simple majority vote will be called for when deemed necessary and in particular before recommendations are made to the PBC.

**PBC By-Laws:**
The SPIE committee shall adhere to the procedures as detailed in the by-laws of the PBC and this document. Changes to these procedural guidelines must be approved by the committee and submitted to the PBC.

**Approval:**
These procedural guidelines were approved at the (Date) meeting.