

University Planning Advisory Committee (UPAC)

Charge

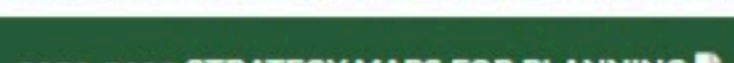
Under the direction of the President, the University Planning Advisory Committee (UPAC) serves in an advisory capacity to the President and the President's Cabinet on university-level planning matters.

Current Session

- 2023-2024 UPAC Charter and Charge

Alignment of UVU Planning with Higher Education Initiatives

To ensure alignment with UVU planning efforts and USHE Initiatives, UPAC develops strategy maps that visually depict the relationship between UVU's strategic plan, UVU's master plans, and the Utah Board of Higher Education Strategic Plan.



Committee Members

Executive Sponsors

Astrid Tuminez President - Utah Valley University Message Astrid Tuminez Professional Profile » BA-218	Wayne Vaught Provost/Sr. Vice President - Academic Affairs Message Wayne Vaught Professional Profile »
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Co-Chairs

Laurie Sharp Associate Provost - Academic Programs and Assessment Message Laurie Sharp Professional Profile » 801-863-4410 BA-218J MS: 194	Francine Jensen PhD, RN Message Francine Jensen Professional Profile » 801-863-8169 HP-203 MS: 172
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2023-2024 Committee Members

Vincent Dreyer Senior Director - University Advising Message Vincent Dreyer Professional Profile » 801-863-4939 LC-403K MS: 296	Spencer Childs Senior Director - Concurrent Enrollment Message Spencer Childs Professional Profile » 801-863-8376 TG-106 MS: 136	John Hansen Director - Facilities/Grounds Message John Hansen Professional Profile » 801-863-8354 FC-100
Cathy Nixon Sr Associate Athletic Director - Sr Women's Administrator Message Cathy Nixon Professional Profile » 801-863-4734 RL-222 MS: 104	Jason Hill Director - Technology Partnership - Academic Affairs Message Jason Hill Professional Profile » 801-863-6035 DX-100X MS: 112	Devin Krisle Sr Director - Operational Excellence Message Devin Krisle Professional Profile » 801-863-5242 DX-119H MS: 130
Louise Bridge Director - Bookstore Message Louise Bridge Professional Profile » 801-863-8689 SC-102B MS: 116	R.J. Willing Executive Director - Interim, Continuing Education Message R.J. Willing Professional Profile » 801-863-7582 HP-116 MS: 134	Jeremy Knee Deputy General Counsel Message Jeremy Knee Professional Profile » 801-863-8156 BA-211 MS: 308
Josh Berndt Director - MarCom, Academic Affairs Message Josh Berndt Professional Profile » 801-863-8321 LC-221D	Hannah Davis Director of Editorial Content Message Hannah Davis Professional Profile » LC-206 MS: 127	Drew Burke Sr Director - Employee Relations/Policies Message Drew Burke Professional Profile » 801-863-5360 HF-120 MS: 184
Ashley Wilson Coordinator - Title IX Message Ashley Wilson Professional Profile » 801-863-8915 BA-203D MS: MS 272	Angela Pearson Assistant Registrar - Graduation Message Angela Pearson Professional Profile » 801-863-8093 BA-111B MS: 213	Sasha Smirnova Sr Director - Campus Recreation/Wellness Message Sasha Smirnova Professional Profile » 801-863-6037 SL-213K MS: 300
Gary Measom Professor - Nursing Message Gary Measom Professional Profile » 801-863-8192 HP-203Q MS: 172	Megan Story Chavez Assistant Professor - Marriage and Family Therapy Message Megan Story Chavez Professional Profile » 801-863-4487 BA-004R	Craig Thulin Dr. Craig Thulin Message Craig Thulin Professional Profile » 801-863-6486 PS-211A MS: 179
Mike Patch Associate Professor - Elementary Education Message Mike Patch Professional Profile » 801-863-6720 ME-112P MS: 126	Robert Warcup PhD, Department Chair Message Robert Warcup Professional Profile » 801-863-8167 GT-610A MS: 118	Wioleta Fedeczko Associate Professor - English and Literature Message Wioleta Fedeczko Professional Profile » 801-863-5403 CB-402M MS: 153
Susan Dunn WSB Assistant to Dean - Finance & Operations Message Susan Dunn Professional Profile » 801-863-7122 KB-301B MS: 146	Aliny Cardoso Belo Xavier Admin Support IV - Academic Programs & Assessments Message Aliny Cardoso Belo Xavier Professional Profile » 801-863-6712 BA-218 MS: 194	Quinn Koller Director - IEAAA Message Quinn Koller Professional Profile » 801-863-8226 BA-218J MS: 194
Rachelle Blake Program Manager - IEAAA Message Rachelle Blake Professional Profile » 801-863-7028 BA-218J MS: 194	Isaac Hurtado Assistant Professor of Voice / Director of Opera Message Isaac Hurtado Professional Profile » 801-863-5420 NC-725 MS: 165	Rachel Bi Department Chair Message Rachel Bi Professional Profile » 801-863-8761 KB-427D MS: 280
Kim Schollenberger Director - Donor Relations Message Kim Schollenberger Professional Profile » 801-863-8674 YA-203 MS: 111	Mary Derby Assistant Director - Gift Processing Message Mary Derby Professional Profile » 801-863-5933 YA-218 MS: 111	

Previous Sessions

2021-2022

- 2021-2022 UPAC Charter
- 2021-2022 UPAC Committee Members
- 2021-2022 SWOT Analysis
- 2021-2022 UPAC Annual Report

2020-2021

- 2020-2021 Presidential Charge
- 2020-2021 UPAC Committee Members
- 2020-2021 SWOT Analysis
- 2020-2021 UVU Mission Fulfillment Baseline Analysis
- 2020-2021 UPAC Annual Report

2022-2023

- 2022-2023 UPAC Charter and Charge
- 2022-2023 UPAC Committee Members
- 2022-2023 UPAC Annual Report

University Planning Advisory Committee 2023 - 2024 Charter and Charge

Authority

The University Planning Advisory Committee (UPAC) is an advisory and support committee formed at the request of the President working in conjunction with the University Executive Council (UEC). The President and UEC delegate management responsibility for the committee to the Provost/Senior Vice President for Academic Affairs.

Mission/Purpose

UPAC has both ongoing responsibilities for institutional planning that must be fulfilled periodically and specific responsibilities delegated to it by the President or UEC annually.

Responsibilities

Ongoing

The ongoing responsibilities of UPAC are to:

- Conduct internal and external analyses to identify gaps, growth areas, new challenges, and opportunities for the University, as needed.
- Monitor, identify, and investigate external and internal environments and factors that impact and influence the University's ability to successfully fulfill its mission.
- Ensure alignment between campus master plans, the overall university strategy, and initiatives of the Utah System of Higher Education and Utah Board of Higher Education.
- For campus master plans, review progress made in achieving strategic initiatives and issue recommendations for refinement based on evaluations and continued relevancy.
- For the University's overall strategic plan, provide advice and input on progress made in achieving strategic initiatives.
- Provide advice and input on significant budgetary actions.
- Review and support university-wide assessment and accreditation activities.

2023–2024 Academic Year

In 2023-2024, UPAC will:

- Review evaluations of Academic Master Plan and Inclusion Plan and ensure their alignment with Vision 2030 and initiatives of the Utah System of Higher Education and Utah Board of Higher Education.
- Review annual academic and administrative assessment plans and provide advice and input on annual budget planning priorities.
- Support development of the following accreditation report for the Northwest Commission on Colleges and Universities (NWCCU): Year 7 Evaluation of Institutional Effectiveness.
- Assist with preparation of the following accreditation site visit for the NWCCU: Year 7 Evaluation of Institutional Effectiveness.

Membership

University President

The University President serves as a non-voting ex officio member of UPAC.

Executive Sponsor

The executive sponsor of UPAC is the University's Provost/Senior Vice President for Academic Affairs, who also serves as a non-voting ex officio member of UPAC.

Co-Chairs

UPAC is co-chaired by the University's Accreditation Liaison Officer and a faculty member appointed by the University President for a two-year term on the recommendation of the executive sponsor and in consultation with Faculty Senate. UPAC's co-chairs are non-voting members who preside over all meetings.

Support Staff Members

UPAC is supported by the administrative assistant to the University's Accreditation Liaison Officer and staff members affiliated with the Office of Institutional Effectiveness, Accreditation, and Academic Assessment (IEAAA). UPAC's support staff members are non-voting members who attend all meetings.

Committee Members

In collaboration with University Cabinet members and academic deans, the executive sponsor appoints up to two staff members as representatives for each division and at least one faculty member as a representative from each school/college as committee members. Committee members who are representatives from a division or school/college serve two-year terms and are full voting members.

Committee membership also includes one representative each from Faculty Senate, Professional Association of Campus Employees (PACE), and Utah Valley University Student Association (UVUSA). Committee members who are representatives from Faculty Senate, PACE, and UVUSA serve a one-year term and are full voting members.

If any committee member is unable to continue serving temporarily or permanently, a new committee member is appointed to fill the term for the duration of the vacancy.

Membership Expectations

UPAC members are selected so that the committee can draw on a range of viewpoints from across the university. UPAC members should approach their work from a "whole university" perspective rather than solely the interests of their organizations or positions.

Expectations for University President

- Appoint faculty member UPAC co-chair.
- Approve updates for UPAC's ongoing and annual responsibilities.
- Review progress updates and annual report for informational purposes.

Expectations for Executive Steward

UPAC's executive steward is expected to:

- Approve updates to the UPAC charter concerning the purpose, duration, and scope of decision-making authority, when needed.
- Recommend faculty member co-chair to the University President for appointment.
- Appoint UPAC committee members in collaboration with Cabinet members and academic deans.
- Recommend updates for ongoing and annual responsibilities to the university president.
- Review progress updates and annual report for accountability purposes.

Expectations for Co-Chairs

UPAC co-chairs are expected to:

- Recommend updates to the UPAC charter concerning the purpose, duration, and scope of decision-making authority, when needed.
- Prior to the first meeting, identify annual outcomes and deliverables.
- Flexibly lead the committee through meeting agendas that address the annual charge.
- Support an equal and fair consideration of all meeting items and opposing views.

- Summarize discussion of meeting items and clearly articulate actions that need to be taken.
- Communicate progress towards annual outcomes and deliverables and updates to executive steward and executive leadership through University Executive Council.
- Communicate updates to the wider university community through organizational communication channels.
- Act as lead representatives for UPAC throughout the university community.
- Develop and disseminate an annual report that summarizes UPAC’s progress with ongoing and annual responsibilities.

Expectations for Support Staff Member – Administrative Assistant

- Maintain current and archived copies of UPAC charter, annual charge, and membership list.
- Schedule meetings.
- Work with co-chairs to form meeting agendas, gather necessary meeting materials, and share with committee members in advance of the meeting.
- Ensure that relevant communications are issued to the broader university community in a timely and effective manner.
- Maintain and update UPAC webpages as needed.
- Act as the first point of contact for general questions related to UPAC.

Expectations for Support Staff Members – Office of IEAAA

- Attend and participate in all meetings.
- Assist with preparing meeting agendas, meeting materials, and the annual report.
- Assist with development of relevant communications for the university community.
- Provide support for and participate in committee projects.

Expectations for Committee Members

UPAC’s members are expected to:

- Attend and participate in all meetings or find a substitute if unable to attend.
- Review all meeting materials before attending the meetings to ensure that the committee may have an informed discussion of items.
- Participate in committee projects.
- Give input as requested outside of meetings.

Organization

UPAC will typically meet monthly on a schedule coordinated by the co-chairs and the support staff member. UPAC co-chairs may call special meetings when needed. A quorum for business shall be at least 50% of the membership (voting and non-voting) in a meeting. Voting will be by a simple majority and may take place electronically. In the case of a tie vote, the UPAC co-chairs may either table the discussion for a subsequent meeting or designate the agenda item as a split vote.