

# 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.