

University Planning Advisory Committee 2024-2025 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) and President's Council. The President and UEC delegate management responsibility for the committee to the Chief Engagement and Effectiveness Officer.

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

The 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 the Utah Board of Higher Education.
- For campus master plans, review progress 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 in achieving strategic initiatives.
- Provide recommendations as appropriate to the University Executive Council and President's Council.
- Review the Planning, Budget, and Assessment (PBA) process and cycle, provide recommendations for improvement, and provide advice and input on significant budgetary actions.
- Review evaluations of Academic Master Plan and Engagement 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, results, and reports and provide advice and input on annual budget planning priorities.
- Support accreditation activities for the Northwest Commission on Colleges and Universities (NWCCU).

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 Chief Engagement and Effectiveness Officer, who serves as a voting ex officio member of UPAC.

Co-Chairs

UPAC is Chaired by the Chief Engagement and Effectiveness Officer, and co-chaired by the University's Accreditation Liaison Officer. UPAC's chair and co-chair are voting members who preside over all meetings.

Support Staff Members

UPAC is supported by the Executive Assistant to the Chief Engagement and Effectiveness Officer and staff members affiliated with the Office of Institutional Engagement and Effectiveness. UPAC's support staff members are non-voting members who attend all meetings.

Committee Members

In collaboration with University Cabinet members and academic deans, they appoint up to two members as representatives for each division and 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 members who are representatives from the 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

- Approve updates for UPAC's ongoing and annual responsibilities.
- Review progress updates and annual reports.

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.
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- 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 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.