
Establishment of the University Planning Council

Purpose of the University Planning Council

The UPC has been designed to

- clarify and make operational the priorities of the President and the University;
- make explicit the vision of the University based on shared purposes and values;
- establish goals to fulfill the mission;
- define measurements and indicators for achieving goals;
- set priorities for action and resource allocation; and
- provide a continuous process for review and adjustment of goals over time.

CHARGE TO THE UNIVERSITY PLANNING COUNCIL FOR ACADEMIC YEAR 1999-2000

My specific charge to the University Planning Council for the coming academic year is as follows:

- Ensure the implementation of the Interim Plan and the projects being conducted pursuant to it.
- Oversee implementation of systemwide initiatives such as Cornerstones, year-round operations, etc.
- Assure that WASC Standard Two – Institutional Purposes, Planning, and Effectiveness – is being met and contribute to documentation of the meeting of other standards as appropriate.
- Oversee the comprehensive application of data collected in respect to students, programs, alumni, and faculty to the campus mission and assure that the planning process is informed by collected data.
- Annually prepare a list of priorities for campus action and resource allocation reflecting outcomes of the on-going planning process and other campus reviews and initiatives.
- Provide the University Budget Committee with campus priorities which need to be considered in the budget development process.
- Review recommendations regarding the annual budget which have implication for the campus mission and direction.
- Review recommendations of the process of program review and needs assessment for congruence with campus mission and directions and serve as the mechanism through which conclusions concerning individual programs are applied to campus decision making, fiscally and programmatically.

- Ensure integration of physical facilities planning with University program and fiscal priorities and planning processes.
- Conduct periodic strategic planning processes on a three to five-year cycle beginning in Spring 2000.

The UPC should report to the President at the end of each semester on activities relating to its charge, and at such times as matters should be brought to campus attention.

MEMBERSHIP OF THE UNIVERSITY PLANNING COUNCIL

The membership of the University Planning Council (UPC) is established as follows:

Chair: President of the University
 Co Chairs: Faculty member recommended by the Provost and Vice President for Academic Affairs and appointed by the President
 Provost and Vice President for Academic Affairs or other Vice President appointed by the President

Provost and Vice President for Academic Affairs
 Vice President for Administration and Finance
 Vice President for Student Affairs
 Vice President for University Advancement
 Vice Provost for Academic Affairs
 Executive Assistant to the President
 Associate Vice President for Information Technology
 Deans of the Six Colleges
 Dean of the Library
 Dean of Graduate Studies and Research
 Dean of Undergraduate Studies
 Chair or Vice Chair, Academic Senate
 Chair, University Curriculum Committee
 Chair, University Budget Committee
 Co Chairs of WASC
 Accreditation Liaison Officer, ex officio
 Five faculty members elected by the Colleges of Business Administration and Public Policy, Education, Health and Human Services, Liberal Arts, and Natural and Behavioral Sciences
 ASI President or designee

Staff Representative appointed by the President
Two individuals at-large appointed by the President

The term of appointment to the UPC of faculty representatives, faculty committee chairs, the staff representative, and the at-large representatives will be three years. All other representatives will serve on UPC as a result of their respective positions.

MEETINGS OF THE UNIVERSITY PLANNING COUNCIL

UPC should meet monthly during the academic year and may employ task groups and subcommittees as needed. Agendas for UPC meetings should be sent to deans, directors, the chair of the Academic Senate, and the President of ASI, as well as to the UPC members. Minutes of the meetings should be kept and distributed to members and other recipients of the agenda.

EVALUATION

Upon completion of the first year of UPC's operation, the Vice Chairs shall evaluate the extent to which the UPC has met its purposes and fulfilled its charge. The President of the University will review this evaluation and decide what modifications to the provisions of this Presidential Memorandum are warranted based on the findings which are presented to him.