

CMU Institutional Strategic Planning Committee (ISPC) Charge

The CMU Institutional Strategic Planning Committee will be a standing committee appointed by the president, responsible for leadership and coordination of strategic planning at CMU.

Responsibilities

The Committee's first responsibility will be to oversee the implementation of CMU 2010: The Vision Plan and to carry out the ongoing monitoring of the Key Performance Indicators (KPIs) as proposed in the plan.

The Institutional Strategic Planning Committee, working with the President's Office, will also be responsible for communicating to the university, the divisions and their units about CMU 2010. On an annual basis, the divisions will develop their plans, identifying their unique priorities, while simultaneously working toward the institutional strategic direction set forth in the institutional priorities and strategies. In turn, the units' plans will identify and develop priorities and strategies, both specific to their units and the strategic direction of their respective divisions and the institution.

Additional responsibilities of the Institutional Strategic Planning Committee include:

- Champion and monitor the successful implementation of the university's institutional priorities and strategies.
- Assure that strategic planning happens in concert with budget and human resource planning.
- Receive periodic reports from other individuals and groups leading implementation of aspects of CMU 2010.
- Identify, create and enable subcommittees if necessary for assessing and carrying out CMU 2010.
- Review and recommend to the president updates to the plan. Updates should include recommendations for new institutional-level initiatives to realize the plan's strategies.
- Prepare quarterly reports on progress for the President and Board.
- Oversee the establishment and use of communication channels within the university to keep the university abreast of the committee's work, progress on CMU 2010, and plans for the future.
- Represent the CMU community's voice in strategic planning and future directions through ongoing dialogue.
- In February 2009, propose to the president a process, participants, responsibilities and timelines for developing the campus' next strategic plan.
- Make recommendations to the president for allocation of the vision fund.

Membership

The committee will be appointed by the President and co-chaired by the Executive Vice President and Provost and the Vice Provost, Academic Affairs. It will include the following persons (or their designees):

Past Chair, Academic Senate
Two Faculty
Vice President, Finance and Administrative Services
Vice President, Development and Alumni Relations

Vice Provost, Research
President, Student Government Association
Chair, Academic Senate
Director, Strategy and Organizational Development
Council of Deans Representative
Chair, Council of Chairs
Director, Special Projects serves as staff for the committee

Organization

The ISPC has established committees associated with each of the five institutional priorities and a communications committee. The president has established a Task Force on Research and Creative Activity that functions as a subcommittee of the Priority III Committee. Each Priority Committee is chaired by a member of the ISPC to facilitate communication and coordination.

Relationship to the Campus Community

The ISPC maintains active and widespread communication with the campus community. It is anticipated that the Institutional Strategic Planning Committee will need to form ad hoc or standing subcommittees or regular groups of advisors to assist it with its charge. These would be individuals not on the ISPC. Additionally, the Committee will need to rely on many campus offices and personnel for leadership and support. The President's or Provost's Offices will facilitate these efforts when needed.