

Overview of the Charge to ISPC's Priority Committees

Priority Steering Committees have the following responsibilities:

- 1) Assist the Institutional Strategic Planning Committee (ISPC) in facilitating campus understanding of the priority, as well as the strategies and initiatives within the designated priority. Foment further strategic thinking regarding how best to realize this institutional priority.
- 2) Prioritize Key Performance Indicators (KPIs) for the priority and recommend targets for the high priority KPIs.
- 3) Develop an understanding of campus initiatives already underway or being developed in support of this priority.
- 4) Facilitate the campus's successful accomplishment of strategies and initiatives within the designated priority
- 5) Conduct analyses and initial assessments (e.g. SWOT, Gap Analysis), from subcommittees or host other activities as necessary.
- 6) Present recommendations to the ISPC, including recommendations on funding of proposals for CMU 2010 funds.
- 7) Monitor progress and report monthly through the Priority Committee Chair to the ISPC on progress and challenges within this priority.
- 8) Prepare recommendation (with appropriate input) to ISPC for strategies and initiatives for future years, as well as budget projections for key initiatives.

Other Expectations:

1. Members will take a university-wide point of view.
2. Some clerical as well as other forms of support are available through the provost's office.
3. Priority committees will include as needed, on an ad hoc basis, existing groups and units and other key individuals.
4. It is understood that the committee may ultimately make recommendations for a change in or addition to the strategies or initiatives they are charged with overseeing.
5. The committees will have the authority to add new members when crucial to the completion of their charge. Committees will also remove members who are not performing their duties (e.g. a lack of attendance or failure to carry out assigned responsibilities.)

6. The chairs of the priority committees will all be SPC members.
7. Committees are to escalate issues that they can't resolve to the ISPC. In turn, the ISPC will involve the Provost and President as deemed necessary.

Terms:

1. Priority Steering Committee membership is through the cycle of this plan, i.e. until 2010. Shorter terms may be negotiated by individual members with the committee chair throughout the life of the committee.