

## **Strategic Planning Team Organizational Structure, Policy and Procedures**

### **Organizational Structure:**

1. Chair:
  - Call meetings and provide email notifications.
  - Run meetings (coordinate agenda selection).
  - Coordinate with other teams and committees as necessary.
  - Serve as representative to other organizations.
  
2. Vice-Chair:
  - Backup for chair to insure continuity and regular team functioning when scheduling necessitates absences.
  
3. Secretary:
  - Minutes, postings, arrangements for meeting space.

### **Strategic Planning Operational Policies and Procedures**

1. In general, meetings will be held each month on an agreed upon day, from 10:30a.m. to 12:00 noon in the President's Board Room or other designated location. Meetings may be called by the Chair, President of the University, or his/her designated representatives. Meeting places, dates, and times can and will be altered based on scheduling priorities and agendas.
  
2. Follow-up meetings are generally announced/confirmed at the end of each meeting. The chair will try to email meeting reminders the week before each meeting.
  
3. Agendas are prepared and distributed the week prior to the next meeting when possible. The team may receive requests to consider items from various sources which include the MFA, other University committees or teams, and the President or his designees. The scheduling of agenda items and the time table chosen for issue consideration is the responsibility of the team and its officers.
  
4. Documents (resolutions, advice statements, etc.) are prepared by various team members depending on task distribution. Consensus is sought on all team actions, but a simple majority vote is used to settle issues. Anonymous voting totals will be recorded and dissenting opinion statements may be included as an addendum to team action documents. All documents will be submitted to the MFA for information and archival purposes.

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5. **Assessment Process and Goals:** At the start of each academic year, goals with specific measurable objectives will be decided by consensus. Progress toward achievement of these objectives will be monitored each semester. In addition, "meeting evaluations" will take place in an informal fashion at the end of selected meetings to gauge the committee members' satisfaction with the team's processes and outcomes. Finally, minutes for each meeting will be recorded using a standardized template. This template includes a column for "Action items". Progress toward achievement of "Action items" will be monitored regularly by the entire team as they review and approve of the distributed meeting minutes.