

NEW MEXICO INSTITUTE of MINING and TECHNOLOGY STRATEGIC PLANNING PROJECT

Proposed Strategic Planning Committee Charter

1.0 Overview

The intent of the Strategic Planning Committee Charter is to clarify the committee's purpose, membership, roles and responsibilities, and organization and structure in support of the NMT strategic planning process. The Committee will periodically review and reassess the contents of this Charter and modify as required.

2.0 Purpose

The Strategic Planning Committee is established to develop a three to five year strategic plan with specific recommendations and priorities for the future growth and development of the university. Further, the committee's focus is to develop a university-wide strategic plan that integrates all academic, research, and administrative units beyond the needs and interests of individual units. The strategic plan is to include not only the vision and mission statements, but also a plan for implementation, identification of responsible parties, measurable goals and metrics for measuring progress, a strategic plan implementation timeline, and a mechanism to integrate progress tracking into annual reporting/analysis that is linked to performance evaluations.

3.0 Membership

The membership of the Strategic Planning Committee is selected by the University President from a broad cross-section of the university community, including faculty, researchers, staff, students, alumni, and community representatives. In addition, committee members represent a diverse group of employees based on their tenure, position, and experience in the university.

4.0 Organization and Structure

The President selected a Chairperson to lead committee meetings and work with committee members to develop the strategic plan. The Chairperson will be assisted by process facilitators who will focus on insuring an open and constructive exchange of ideas and perspectives among committee members with the aim of collaborating and reaching consensus on strategic recommendations and priorities.

The Committee may delegate, as it deems appropriate, its responsibilities and duties to task forces or individual members to complete assigned tasks and report findings back to the full committee. In addition, the committee chairperson, with the concurrence of the committee, may designate additional task force committees composed of committee members and other university representatives to work on specific initiatives developed by the full committee. Finally, the Committee will determine the need for subject matter experts to participate in selected meetings to advise the committee or clarify issues under discussion.

5.0 Roles and Responsibilities

The roles and responsibilities of Strategic Planning Committee members include, but are not limited to, the following:

1. Actively participate in committee discussions, ask questions, and share alternative points of view on the issues before the committee.
2. Assist in collecting, analyzing, assimilating, and reporting data and information for review by the entire committee.
3. Participate on subcommittees and task force committees assigned specific tasks by the chairperson.
4. Work with other committee members to develop and evaluate alternative strategic options, recommendations, and priorities for review by the Committee and University President.

5. Ensure an effective strategic planning process for developing the three to five year strategic plan, as described in the purpose section, with measurable goals and time targets.
6. Assist in developing a process to report Committee progress tied to key indicators of success.
7. Help identify critical strategic issues facing the university.
8. Assist in analysis of alternative strategic options.

6.0 Meetings

The Committee will meet as often as necessary or appropriate to conduct its business, and make available remote access to meetings for members unable to participate in person. A majority of the members of the Committee will constitute a quorum for voting purposes, should it be necessary. Committee minutes will be taken and transcribed for distribution to members in a timely manner.

6.0 Communications

An active communication process will increase information sharing both inside the Committee and with the greater university community. To that end, a strategic plan website will be set up to provide updated information on progress and the content of the plan once reviewed and approved by the Committee, as well as a repository for feedback. Committee members will be encouraged to discuss shared information once posted on the website, making sure all confidential and sensitive information not be shared. A separate information exchange for Committee members will be set up in addition to the free access website.