STRATEGIC PLANNING SUBCOMMITTEES

ROLE DEFINITIONS

Subcommittee Task: Generate 3-5 performance objectives that accomplish the Strategic Planning Goal assigned. These performance objectives should be vision-directed actions for the University rather than be repetition of current activities.

Each subcommittee will have a chair, a facilitator, and one or more resource persons. The chair is the leader of the subcommittee and is responsible for accomplishing the subcommittee’s task. The facilitator and resource person(s) have agreed to assist the chair and the subcommittee. Their role is to smooth the progress of the committee and provide input from the broader vision of the Strategic Planning Committee on Tier 2.

Tier 3 Subcommittee Chair

The role of the chair includes the following tasks:
• schedule meetings
• prepare agendas
• prepare minutes or designate someone on the committee to do so
• obtain and distribute strategic planning information as necessary
• lead focused discussions in meetings, using Facilitators and Resources for input and guidance
• generate Tier 3 performance objectives using the input and obtaining consensus from the Subcommittee members for recommendation to the Strategic Planning Committee
• Submit performance objectives in format designated by May 18, 2001.

Tier 3 Subcommittee Facilitator

The role of the facilitator includes the following tasks:
• provide input as needed to the focused discussions about the strategic planning process, format, and expectations
• provide assistance to the Subcommittee in focusing the discussion and formulating Tier 3 performance objectives

Tier 3 Subcommittee Resource

The role of the resource includes the following tasks:
• provide input as needed to the Subcommittee about the activity, service, or process described in the Tier 3 Goal being considered in the discussions.

April 20, 2001