

Subcommittee on Long-Range Planning Operating Guidelines

Purpose:

As set forth in the Bylaws, the Subcommittee on Long-Range Planning shall:

Be responsible for reviewing matters related to the University's long-range planning activities, including supporting the strategic planning process, participating in that process, and monitoring its progress.

Composition:

The Subcommittee shall be composed of up to five members, at least two of whom shall be members of the committee on governance and long-range planning, appointed by the Chair of the Board of Trustees in accordance with the University's Bylaws, together with any *ex officio* members. The Vice Provost for Planning, Assessment, and Institutional Research will serve as staff support to the Committee.

Meetings:

The Subcommittee shall meet at least three times each calendar year, or more frequently as needed at the discretion of the Chair. Scheduled meetings shall take place by means of conference telephone, video conference or similar communications during the Spring, Summer and Fall time frames as may be convenient for the members.

Authority/Responsibilities:

The Subcommittee will serve as a **strategic** forum to identify long-range trends and opportunities to inform the University's strategic planning process, advance the intersection of the Board's Standing Committees with the University's Strategic Plan, and ensure the sustainability of the University for future generations in order to achieve its full potential as one of the world's great research and teaching universities.

Specific responsibilities will include:

- 1) Identify and communicate long-range trends and opportunities to inform the University's long-term planning.
- 2) Review and provide insight regarding relevant measures that can be used to monitor actual and predicted outcomes to inform, as well as assess, the impact of strategic planning efforts.
- 3) Review and provide insight into the areas of the strategic plan for oversight and consideration by various Standing Committees of the Board of Trustees.
- 4) Plan the Board's annual retreat.
- 5) Report on the Subcommittee's activities to the Committee on Governance and Long-Range Planning.