

**Goal:** Develop active and healthy shared governance processes at CAPLA during and after strategic planning.

*CAPLA Handbook Bylaw 3; Section 4*

*The College Ad Hoc Committees are concerned with issues of particular or special interest. The types and number of ad hoc committees will change over time and be responsive to the challenges and opportunities faced by the college and its faculty. The Chair of the College Assembly and/or the Dean shall have the authority to establish an ad hoc committee and to appoint members.*

Using the authority provided by the CAPLA bylaws, the Dean will create an Ad Hoc committee for one year called the Strategic Planning and Operations Committee (SPOAC) and request, from the general faculty, permission (through majority vote) to suspend the faculty and staff advisory committees (defined in Bylaw 3; Section 3) for that same year.

**Purpose:** The SPOAC will provide cross-college, cross-disciplinary, and cross-skills support and advice to the Dean on specific challenges and opportunities facing the college as we look to the future. The agenda for discussion will be set by 1) the Dean or; 2) the SPOAC Chair in collaboration with the Dean. The committee may recommend agenda items to the dean and chair. The committee will deeply consider the problems presented in the agenda, will research and discuss the alternatives as needed, and will then provide advice to the dean 1) in written form; 2) communicated through the chair to the dean; 3) communicated to a dean's representative if invited to attend or; 4) communicated directly to the dean if invited to attend.

The advice offered by the committee is not binding in any manner to the dean but will always be helpful in evaluating solutions to challenges. Committee members must recognize that changing contexts or other considerations may make it necessary to adjust the recommendation or consider other alternatives. Decisions impacting multiple stakeholders inside or outside the college or university may have to be investigated further by the dean or administration. Depending on the outcome of those investigations, the dean will report back to the SPOAC only as appropriate considering issues of confidentiality.

Confidentiality in certain circumstances will be a condition of service on this committee. There may be times when the committee members are privy to information or conduct discussions that must not be shared with beyond the committee members. Those occasions will be clearly delineated for committee members.

After one year, the SPOAC 1) may be dissolved; 2) may be extended for an additional year or; 3) the SPOAC may replace the Dean's Faculty Advisory Committee and the Dean's Staff Advisory Committee called for by the CAPLA Bylaws (Bylaw 3; Section 3). If that happens faculty members of the committee will be elected by the general faculty for a term of two years.

**Topics to be considered by the SPOAC will include but not be limited to the following:**

College strategic planning  
College branding  
College performance based on strategic metrics  
Shared governance structures  
RCM levers for change  
Growth opportunities  
Academic goals versus resources

*Note: No human resource issues will be discussed in this committee. If a challenge extends to an area that will impact a human resource issue, the chair may deem it necessary to terminate discussion on that topic.*

**Membership of SPOAC (as an Ad Hoc committee) shall be as follows:**

The dean will appoint all inaugural members of SPOAC from a pool of volunteers. At least one member of the faculty representation will be the Chair of the Faculty.

*Committee chair -*

Appointed by the Dean from faculty, staff or administration

*Faculty –*

- 1 – Chair of the Faculty
- 4 from SoA – At least one must be a TTE faculty member and 1 must be a Career Track faculty member
- 4 from SoLAR/PLG - At least one must be a TTE faculty member and 1 must be a Career Track faculty member

*Staff/Admin –*

- 1 person from marketing
- 1 person from alumni relations and development
- 1 person from business office
- 1 student advisor
- 1 administrative coordinator or peer staff position
- 1 person from IT or materials lab
- 1 Assistant Director from SoA (Ex-officio/ nonvoting)
- 1 Program Coordinator from SoLAR/PLNG (Ex-officio/nonvoting)

**Committee members job description:**

Each committee member brings to the committee individual expertise, experience, and perspective; however, each member shall also endeavor to represent the broad interests and

needs of the entire college while listening and considering the challenges facing the college. Each representative will practice collaborative team building skills in the service of this committee while carefully considering critical information, requesting additional materials, seeking information from stakeholders, listening to others' opinions, and forming consensus. Each team member will endeavor to share appropriately, within the limits permitted by confidentiality and by committee agreement, information and recommendations developed by the committee with their stakeholders. Meetings will be held at least one time per month for approximately 1 ½ hour. Additional meetings will be scheduled as needed.

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