

## Charter: Strategic Planning Steering Committee

### Purpose:

As part of a shared governance structure, the Yavapai College Strategic Planning Steering Committee is responsible for the following:

- Understanding the components of an institutional strategic plan and developing those that are necessary (i.e., Vision, Mission, Values Statement, etc.)
- Being aware of strategic issues in the internal or external environment related to the institutional planning process and ensure that the Committee is informed
- Actively participating in committee activities and discussions
- Engaging identified stakeholder groups in the development of the objectives and goals for the institutional strategic plan, and providing feedback to those groups on a continuing basis, through a variety of forums
- Developing and supporting the objectives and goals of the institutional strategic plan
- Identifying or developing key indicators and assessment measures to document implementation of the Strategic Plan objectives and goals and reviewing those indicators and measures on an annual basis (or charging another committee to do so)
- Promoting and advocating for implementation of the institution's Strategic Plan to all internal and external stakeholders
- Actively engage in disseminating information about the planning process, the Strategic Plan, and its implementation

The Committee will develop a plan that is presented to the President. This role does not include the final selection of strategic initiatives or actions.

### Membership:

Committee membership is recommended by the Director of Institutional Effectiveness and Research and approved by the Executive Leadership Team. Committee members will serve a one-year term.

Membership shall be representative of Verde Valley/Sedona; Prescott Valley; Prescott; and CTEC/Chino Valley locations and include members as follows:

Chris Tenney	Faculty	Professor, Arts and Humanities
Michael Pierce	Program Director	Viticulture and Enology
Lauri Dreher	Faculty	Professor, Business and Management
Patrick Burns	Administrative	Chief Information Officer
Wendy Present	Staff	Director of Admissions
Tina Redd	Administrative	Verde Valley Campus Dean
Emily Weinacker	ELT	Chief Human Resources Officer
Rebecca Brulet	Faculty	Professor, Biology
Julie Galgano	Staff	Business Office; YCSA Representative
Kammie Kobyleski	Administrative	Director of Alumni
Richard Hernandez	Administrative	Director of Regional Economic Development Ctr
Scott Farnsworth	Administrative	Associate VP, Student Success; Dean SHPS

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Tania Sheldahl	Administrative	Associate VP, Student Development
Stacey Hilton	Administrative	Dean of Instructional Support
Jennie Jacobson	Faculty	Professor, Sociology; Senate President
Tom Hughes, Chair	Administrative	Director of Institutional Effectiveness
Clint Ewell	ELT	VP, Finance and Administrative Services

### Meetings:

Strategic Planning Committee Meetings will be held at least monthly, with additional meetings as needed based on the work of the committee. Members are expected to attend 75 percent of the meetings.

### Process:

*The strategic planning process will include the following:*

- Strategic issues in higher education readings and discussions
- An environmental scan analysis (awareness of Society, Political, Economy & Workforce, Education, Technology, Demographics)
- Review of the previous plan, Yavapai College 2015-2020 Strategic Plan
- Review of the recent PACE Campus Climate Survey
- Review of the most recent Ruffalo Noel Levitz Student Surveys
- Review of the Mission, Vision, and Values Statements
- Data Summits to disseminate and share important planning information with stakeholders:
  - College Staff and Faculty (District Wide)
  - District Governing Board
  - Community Leaders (Business, City & Towns, K-12, Non-Profit)
  - Community Members
- Open forums and online survey to obtain stakeholder input and feedback
- Development and oversight of all appropriate planning documents ( Mission, Vision, and Values Statements, Strategic Plan, and ultimately the Implementation Plan)
- Review and alignment of the strategies that currently or will govern the institution, including but not limited to the following:
  - Academic Master Plan
  - Facilities Master Plan
  - Strategic Enrollment Management Plan
  - ITS Technology Plan
- Develop a 3-year integrated rolling Strategic Plan

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- Determine the process of Strategic Plan evaluation and updates. At a minimum, a regularized bi-annual cycle of implementation and assessment