University Master Planning Committee

3.2.1.1

<table>
<thead>
<tr>
<th>Name</th>
<th>Term ending</th>
<th>Selection</th>
<th>Department/Title</th>
<th>Area of Campus</th>
</tr>
</thead>
<tbody>
<tr>
<td>Greg Dodds, Chair</td>
<td>2016</td>
<td>F</td>
<td>Hist/Phil</td>
<td>Humanities</td>
</tr>
<tr>
<td>Bob Cushman</td>
<td></td>
<td>E</td>
<td>ex officio (VP - Academic Admin.)</td>
<td></td>
</tr>
<tr>
<td>Ken Vyhmeister</td>
<td></td>
<td>E</td>
<td>ex officio (Exec. Sec. Of Cabinet)</td>
<td></td>
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<tr>
<td>John McVay</td>
<td></td>
<td>E</td>
<td>ex officio (President)</td>
<td></td>
</tr>
<tr>
<td>Steve Rose</td>
<td></td>
<td>E</td>
<td>ex officio (VP - Fin. Admin.)</td>
<td></td>
</tr>
<tr>
<td>Marvin Denney</td>
<td>2016</td>
<td>N</td>
<td>PhysEd/Health</td>
<td>Prof/Tech</td>
</tr>
<tr>
<td>Tom Ekkens</td>
<td>2016</td>
<td>F</td>
<td>Physics</td>
<td>Sci-Math-Engr</td>
</tr>
<tr>
<td>Brian Roth</td>
<td>2018</td>
<td>F</td>
<td>Engineering</td>
<td>Sci-Math-Engr</td>
</tr>
<tr>
<td>David Lindstrom</td>
<td>2017</td>
<td>P</td>
<td>Career Center</td>
<td>Acad. Support</td>
</tr>
<tr>
<td>Jodi Wagner</td>
<td></td>
<td>E</td>
<td>ex officio (VP Univ Advancement/Marketing)</td>
<td></td>
</tr>
<tr>
<td>George Bennett</td>
<td>2017</td>
<td>P</td>
<td>Dir Plant Services</td>
<td>Plant Services</td>
</tr>
</tbody>
</table>

Bylaws

1. The University Master Planning Committee is responsible to the President. The committee submits reports to the President and the University Senate. The President or the Senate will direct significant recommendations to the faculty for evaluation and approval.

2. The committee consists of the following members:
   a. Chair
      The Chair is a faculty member who is at Professor or Associate Professor rank, who has had at least one year of experience on the University Master Planning Committee, and who is elected by the faculty from two names submitted by the President to the Nominating Committee. The Chair serves as a non-voting, ex-officio member of University Senate (see 3.2.14.1 Item 2.e Committee Chairs).
   b. Executive Secretary
      The Executive Secretary is selected from Administration by the President.
   c. Three faculty members
      Three faculty members are elected by the faculty, one from each of the following academic areas:
      humanities
      sciences/mathematics/engineering
      professional/technical
      The committee will select one of the three faculty members to serve as vice-chair. The term of the vice-chair will be one year, though the person may be selected to serve again.
   d. One additional member, appointed by the President from the physical plant entities
   e. Administrators
      Administrators include:
      President
      VP for Academic Administration
      VP for Financial Administration
      VP for Student Life & Mission
      VP for University Relations and Advancement
   f. One staff member elected by the staff.
g. One student nominated by the Chair in consultation with the University and ASWWU presidents and ratified by the ASWWU Senate.

h. Other(s)

The Chair, in consultation with the committee, may invite additional non-voting representation when needed.

3. The term of faculty and staff membership is three years. The term of membership for students is one year.

4. Under the direction of the President, the committee maintains the long-range University Master Plan and recommends modifications of the plan to the University Senate, and subsequently to the faculty and administration. The master plan addresses academic, physical, and financial considerations. The committee advises the President on the implementation of the long-range plan. The work of the committee is to

   a. Direct in the continuing development of the academic program, study current trends in higher education, and recommend appropriate modification of educational priorities;

   b. Maintain a current file of mission statements and master plans from a representative and related sample population of colleges and universities as one source for the study of trends in higher education;

   c. Determine the financial feasibility of any shift in priorities which would result in development or modification of academic programs;

   d. Evaluate the most effective ways to use existing campus physical facilities, as well as make proposals either for modification of existing facilities or initiation of plans for new facilities to meet the academic trends;

   e. Participate in the continuing development of major financial policies, periodically review the long-range financial plan and financial statements, and evaluate the implementation of long-range financial policies and plans;

   f. Coordinate all ad hoc committees contributing to the master plan.

5. The chair, in conference with the President, is responsible for planning the agenda for meetings and, in consultation with the entire committee, may assign to individual members or groups of members the study of specific topics. When appropriate, ad hoc groups may be formed.

6. The executive secretary, in consultation with the chair, coordinates the collection, collation, and distribution of data for short-term and long-term studies. The secretary also provides continuity for studies in progress when changes in committee membership or chair occur. Appropriate analyses and recommendations from all studies will be presented to the committee for evaluation. All significant recommendations from the University Master Planning Committee are submitted to the University Senate.

7. The committee meets at least once a month during the academic year.

**Procedures**

1. Protocol

   a. The chair develops the agendas and distributes them at least one day in advance of the meetings.

   b. Actions are taken by voice vote, show of hands, or secret ballot. Consensus is the goal on most issues.

   c. Committee workload (average, in clock hours per quarter)

      Chair: 60 hrs
      Members: 20 hrs

   d. Other protocol procedures:

      - The Executive Secretary helps to coordinate and collect data.

      - Sub-committees to study specific assigned topics can be formed about a nucleus of members; non-committee members with special expertise may be invited to advise the sub-committees when deemed prudent.
• In consultation with the Vice President for Academic Administration and the faculty member’s department chair or dean, the chair of University Master Planning Committee may take up to a four (4) credit hour course reduction during the academic year.

2. Communication
   a. Minutes are distributed to all members and to the president's office by the Executive Secretary.
   b. Other communication procedures:
      • Reports are submitted to the University Senate.
      • Significant recommendations will be reviewed and directed to the faculty by the President or University Senate.

3. Documentation
   a. A summary of the rationale is included in the statement of each action or recommendation.
   b. A complete file of the minutes is maintained in the president's office, and all minutes and actions are sent to the Central File.
   c. Other documentation procedures:
      • The Executive Secretary provides continuity for studies in progress when changes in committee membership and/or chair occur.