

UNIVERSITY PLANNING COMMITTEE CHARTER

Authority

The University Planning Committee (UPC) is constituted under the authority of the provost and president of Pepperdine University. This committee is the university-level body responsible for planning efforts including discussions and recommendations concerning the University budget, budget process, and strategic planning. The UPC is a recommending body, although it does vote on matters that could potentially impact the University, e.g., budget, new academic or program centers, or other matters as requested by the chair. The members, consisting of key decision-makers from across the institution, are expected to coordinate and discuss their planning, strategic planning, and program review efforts through the UPC. The UPC shall consider, reflect on, and advise decision-makers regarding the impacts of their planning efforts on the University and how those efforts support the University Strategic Plan. The UPC generally seeks to arrive at decisions regarding major planning issues through dialogue and consensus.

Composition of UPC

President

Provost, UPC chairperson

Executive Vice President and Chief Operating Officer

Senior Vice President for Advancement and Public Affairs

Senior Vice President and Chief Investment Officer

Dean, Seaver College

Dean, School of Law

Dean, Graziadio School of Business and Management

Dean, Graduate School of Education and Psychology

Dean, School of Public Policy

Dean of Libraries

Dean of Students, Seaver College

Vice Provost for Research and Strategic Initiatives

Vice President for Administration

Vice President and Chief Financial Officer

Chief Business Officer

Chief Marketing Officer, Vice President for Public Affairs & Church Relations

Director of Athletics

Three faculty representatives nominated by the University Faculty

Councilⁱ from across all schools who are appointed by the provost and president for staggered three-year terms (one new representative being appointed each year)

Others as appointed by the UPC chairperson

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Meetings, Quorum, and Voting

The UPC will meet at the discretion of the provost and the president. Typically, this will occur monthly from August to May. The meeting shall typically occur on the third Wednesday of the month. The provost serves as the chairperson of the UPC, unless otherwise designated by the president. The vice chairperson will be the vice provost or the president's designee. Voting will be by a simple majority and may take place electronically. The chair is a non-voting member. In the case of a tie vote, the committee can either table the discussion for a subsequent meeting or forward the agenda item to the provost/chair as a split vote. A quorum for business shall be at least 50% of the membership in a meeting called to order by the UPC chairperson, vice chairperson, or the University president.

Agenda

In addition to annual committee responsibilities outlined below, any member of the UPC may submit items for inclusion in the agenda of the regular meeting. Agenda items shall be submitted to the Office of the Provost at least one week prior to the regular meeting. The chairperson shall have discretion over the order and content of the agenda.

Specific Committee Responsibilities

The UPC is the University body that monitors and encourages the advancement and success of the University Strategic Plan. Using metrics, data, and other evidence provided by key decision-makers it makes planning and new initiative recommendations to influence budget planning for the University. Specific considerations for the committee follow.

Strategic Plan

1. Working in cooperation with the Office of Institutional Effectiveness (OIE), each year the UPC will review metrics related to the University Strategic Plan and make recommendations to improve progress where needed.
2. Annual and periodic reports from the deans, department heads, and the Office of Financial Planning will inform the UPC and provide data and evidence for annual discussions and recommendations on the University budget and budget process.
3. Annual and periodic reports will also provide background allowing UPC members to place discussions on proposed new initiatives, centers, or programs within the context of the University Strategic Plan.
4. The UPC will continually monitor the University Strategic Plan and update it as necessary following the Strategic Plan

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Development Process, with major revisions and updates occurring at least every five years.

Program Review

1. Each year the deans of the five schools and the heads of major units that undergo five-year program reviews will present executive summaries along with their memos of understanding that were created in response to program reviews.
2. These reports will inform the UPC and provide data and evidence for annual discussions and recommendations on the University budget and budget process.

Communication

1. The UPC maintains a centrally-located electronic means of communication that keeps all members of the University community informed about topics and recommendations coming from the UPC.
2. Members of the community will be able to provide the UPC feedback on issues related to strategic planning and other topics covered within the scope of UPC discussions.
3. Some topics of discussion in UPC meetings will be considered privileged or confidential, e.g., budget proposals, marketing, and other data, and will not be published for public review.

Amending the UPC Charter

Changes to this charter may be approved by the majority of the UPC and with the approval of the provost and the University president.

Document Revision Log

27 April 2012: The University Planning Committee Charter was adopted by a majority vote in an electronic ballot April 24-27, 2012.

03 June 2013: Updated the faculty representative nomination policy adopted by the University Faculty Council on 29 January 2013 under "Composition of UPC" above.

ⁱ UPC Faculty Selection Policy: "To ensure equitable school representation, no school shall be unrepresented for more than three consecutive years without the consent of its faculty governance body. Each year, each faculty governance body of unrepresented schools will nominate a minimum of two faculty [members] from their school to serve a three-year term on the UPC. The Provost's office will select from the list of nominees. If a representative cannot complete their allotted term, the faculty governance body of that school will nominate a minimum of two faculty [members] to complete the term of that representative" (approved by the UFC 1/29/2013).