

Advisory Committee for Enhanced Planning Tools Terms of Reference

December 2013

1. Purpose

In a resource constrained environment, it is essential to align the university's resources with its priorities. We need to focus our efforts on quality programs of education and research and provide the services essential for student, faculty and staff success. At the same time, across the university, there has been an interest in greater transparency with respect to the planning process and more information to assist with planning activities and decisions.

The Executive of the university, in consultation with the Board of Governors, has determined that it is in the best interest of the university to develop a robust set of reliable, meaningful, data-driven planning tools that will provide information that can be used by leaders in academic and service units in the long term.

The Vice-President Academic and Provost has been charged with leading an Enhanced Planning process. In consultation with the other Vice-Presidents, and reporting to the President, the Provost will oversee an Enhanced Planning Working Group.

The Working Group will be responsible for identifying a set of criteria and gathering the relevant data to support those criteria, in consultation with the Advisory Committee. These criteria will relate to institutional values, priorities and identifiable strengths as set out in the strategic plan.

Functions/Responsibilities

The Advisory Committee provides advice and feedback to the Enhanced Planning Working Group on information and criteria to be collected as part of the Enhanced Planning process.

The Advisory Committee will provide advice and feedback to the Working Group on communication strategies, in order to ensure a transparent process.

The Advisory Committee will not undertake broader consultation on its own, but will advise the Working Group with respect to consultation.

The Chair of the Working Group, the AVP Academic Planning, will serve as liaison to the Advisory Committee and prepare materials to be reviewed.

2. Membership

| Name | Title | Role |
|---------------------|---|--|
| Mary Ellen Purkis | Dean, Human and Social Development | Vice Chair Senate |
| David Scoones | Associate Professor and Chair, Department of Economics | SCUB Representative |
| Susan Lewis Hammond | Director, School of Music | SCUB Representative |
| Neil Burford | Professor and Chair, Department of Chemistry | SCUB Representative |
| Catherine McGregor | Associate Professor, Leadership Studies, Faculty of Education & Director, Office of Interdisciplinary Studies | SCP Representative |
| Reuven Gordon | Associate Professor, Department of Electrical & Computer Engineering | SCP Representative |
| Anne Bruce | Associate Professor, School of Nursing | SCP Representative |
| Katrina Flanders | Graduate Student | SCP Representative |
| Kelsey Mech | Undergraduate Student | SCUB Student Representative |
| Kane Kilbey | AVP, Human Resources | Staff Representative |
| Carrie Andersen | Associate University Secretary | Senate Support Representative |
| Norah McRae | Executive Director, Coop & Career Services | Academic Support Representative |
| Catherine Mateer | AVP Academic Planning | Liaison & Chair, Enhanced Planning Working Group |

3. Meetings

The Advisory Committee will meet once per month. Committee members cannot delegate their role. Agenda will be prepared by the Chair in conjunction with the Chair of the Working Group. The Advisory Committee will be supported by Jessica Gelowsky. Meetings will begin in January 2014 and continue at least through Fall 2014.

4. Reporting

The Advisory Committee reports to the Chair of the Working Group.