

Strategic Plan Steering Committee
Charge Document
12/21/23

Membership: Ten (10) total members, composed of two (2) co-chairs plus four (4) faculty members and (4) staff members. Members are appointed by the President of the College, after consultation with the President's Cabinet and the Faculty Council. The co-chairs of the Strategic Planning Committee shall be appointed by the President of the College for a term of three (3) years, which shall be renewable once.

Term of Service: Three (3) years, with membership terms staggered to provide long-term continuity.

Charge: As a standing advisory, non-voting group empowered by the President of the College, the Strategic Plan Steering Committee shall engage and guide the Cedar Crest community in the process of (a) formulating the College's strategic plan based on the best available evidence (quantitative and qualitative data), (b) advocating for that strategy's implementation through the cycle of its vision, and (c) collaborating with the initiative's authors in assessing the strategy's effectiveness in achieving its vision, goals, objectives, and initiatives. The Steering Committee shall advise the President, and the President's Cabinet and senior leadership team, on strategy for the College. The President, who is responsible for the long-range planning and development of the College, shall recommend strategy to the Board of Trustees and report on the plan's effectiveness to the Trustees and the College Community. The Cedar Crest Board of Trustees determines the strategic plan and policies of the College.

The Steering Committee's specific duties shall be to:

- Serve as advocates of the strategic plan to the College community in understanding the strategic plan's goals and objectives, while helping interested community members propose initiatives under the plan;
- Seek out and facilitate dialogue among Cedar Crest's communities, both internal and external (including students, staff, faculty, alumnae, and trustees, as well as community partners and employers), on the plan's design and implementation;
- Recommend a term for the strategic plan (e.g., 3 or more years) and its initiatives, in consultation with the President and the President's Cabinet and senior leadership team;
- Advise the President of the College, and the President's Cabinet and senior leadership team, on the design, implementation, and assessment the College's strategic plan, including crafting the plan's vision, goals, objectives, and key initiatives supporting its success;
- Conduct at least one meeting per year for each of the strategic plan's goals, open to the College community, with the purpose facilitating dialogue and encouraging input, ideas, and initiatives during the cycle of a plan's vision;
- Assess the strategic plan's effectiveness in realizing its vision and achieving its goals, objectives, and initiatives.
- Meet at least once annually with the President's Cabinet and senior leadership team for the purpose of assessing the effectiveness of the strategic plan and recommending changes to initiatives or operational tactics to achieve its vision;

Meetings: Twice each during the fall and spring semesters and at least once during the summer term for an annual retreat; or as called by the co-chairs to meet the committee charge. The Steering Committee may serve twelve (12) months during the calendar year.

Reporting: The Strategic Plan Steering Committee reports to the President of the College.