1.0 Purpose

The purpose of the Faculty of Arts 2023–24 Strategic Planning Committee is to coordinate the development of and to present a five-year strategic plan ("the Plan") for recommendation by Arts Faculty Council and for approval by the Dean.

2.0 Committee Responsibilities

- Ensure that
  - The Faculty's stakeholder groups, both internal and external, all have the opportunity to provide meaningful input on the Plan and its development
  - The Plan aligns with institutional strategic plans (e.g. University Strategic Plan, Strategic Plan for EDI, Indigenous Strategic Plan)
  - The Plan includes actionable goals that will inform the Faculty’s leadership over the next five years
  - The development of the Plan includes attention to the Faculty’s commitment to equity, diversity, and inclusion (EDI) and collegial governance
  - The Plan takes into account the current context of the Faculty of Arts and the University of Alberta in terms of budget, structure, and administrative concerns
- Review, discuss, and incorporate Arts community feedback into the Plan and its development
- Provide timely updates on the development of the Plan to the Dean and the Faculty, including reporting on the input received
- Assist with the creation and implementation of various feedback mechanisms as needed (e.g. surveys, focus groups, town halls), including the formulation of questions
- Make recommendations on monitoring Plan progress once it is launched
- Make recommendations on the dissemination of the Plan
- Other duties assigned by the Dean

3.0 Committee Membership

The voting membership of the 2023–24 Strategic Planning Steering Committee shall consist of:

Ex Officio

- Dean, Chair
- Dean, College of Social Sciences and Humanities or delegate
- Vice-Dean
- Associate Dean (Research)
Appointed Members

- One Department Chair from each division (Fine Arts, Humanities, Social Sciences)
- One full-time faculty member from each division (Fine Arts, Humanities, Social Sciences)
- One Director representing Arts Centres and Institutes
- One Indigenous academic or non-academic staff member from the Arts Working Group for Indigenous Initiatives (AWGII)
- One academic or non-academic staff member from the Arts Committee on Equity, Diversity, and Inclusion (CEDI)
- One member of the Academic Teaching Staff (ATS) from the Faculty of Arts
- One Administrative Professional Officer (APO)/Manager from the Faculty of Arts
- One staff member belonging to the Non-Academic Staff Association (NASA)
- One graduate student representative
- Two undergraduate student representatives from or appointed by OASIS
- One faculty member from another faculty outside of the College of Social Sciences and Humanities

3.1 Committee member appointments will end with the launch of the Plan (anticipated in January, 2024).

3.2 **Guests:** Additional persons may attend Committee meetings, with the approval of the Chair, to provide expertise or administrative support. Guests to a committee meeting will not have voting privileges.

3.3 A role of Vice Chair may be appointed from among the Committee members by the Chair and will stand in when the Chair is unavailable for meetings.

3.4 **Member Responsibilities**
Members must be prepared to:
- Support, engage in, lead, and/or coordinate a variety of activities that may be required for the development and creation of the Plan
- Bring their skill set to bear on recommendations and decisions made in the best interest of the Faculty of Arts
● Promote and encourage community participation in the strategic planning process

4.0 Meeting Procedures
● When possible, decisions will be carried out on the basis of a general consensus of the voting Committee members
● All Committee members must be available for meetings through the spring and summer 2023
● If more than two meetings in a row are missed without reason, a replacement member may be sought at the discretion of the Chair
● Meetings will take place in person when possible, but may be held in a remote or hybrid format at the discretion of the Chair
● In the absence of the Chair, the Vice Chair may perform all Chair duties

5.0 Meeting Framework
Committee meetings will be scheduled at least bi-monthly with anticipated completion and launch of the Plan in January 2024.

Tentative timelines:
● April 2023: Establishment of Committee, consultation methods and structure, and review of any required data sources and institutional plans
● May 2023–October 2023: Consultations, town halls and surveys
● October 2023–December 2023: Drafting of the Plan
● January 2024: Official Plan launch