



## **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)



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- Faculty General Manager
  - Assistant Dean, Advancement
  - Senior Officer, Student Programs and Services

### **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



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- 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