

To: William Buxton, Chair, Faculty Senate  
Fr: Long-Range Planning Committee  
Re: Agenda Item for February 2 meeting of the Faculty Senate  
Date: January 27, 2009

We respectfully request to be put on the agenda for the February 3 meeting of the Faculty Senate. The agenda item is a proposal for procedures of the Long-Range Planning Committee for the period 2008-2010. In accordance with the College Handbook (Part One, Chapter 150.03, Article VII, Section C.d.1 and 2.), the role and charge of the Long-Range Planning Committee are as follows:

**(I) Handbook Role and Charge to the Long-Range Planning Committee**

1. *To consider and recommend to the Senate matters related to current academic plans, long-range planning, and other such matters designated to it by the Senate.*
2. *To determine the procedure whereby faculty and student input is obtained regarding long-range plans. The procedure developed shall be subject to approval by the Senate, and to mandatory review every two years.*

As a Faculty Senate Committee, the LRPC has a singular role in representing the academic mission and academic units of the college (i.e., departments, centers, programs). With the creation of the Strategic Planning Steering Committee (SPSC), and its overarching representation of other constituencies at the college (e.g., Academic Affairs, Student Affairs, Facilities, Institutional Advancement, Finance and Management, etc.), the LRPC proposes the following to fulfill this charge.

**(II) Clarification of the Role of the LRPC**

- a) Determine common ideals as distilled and synthesized from all available academic unit long-range or strategic plans, mission, vision or other values statements. The LRPC will determine these commonalities while keeping in mind the current (evolving) mission statement of the college (a "bottom-up" process).
- b) Discover, refine, and recommend components and strategies for an academic long-range plan for the college. This reflects the committee's elected representative base as a Faculty Senate committee, as contrasted with Divisional strategic and long-range plans which are best reviewed and represented by the Strategic Planning Steering Committee.
- c) Interpret and present (through qualitative data analysis) collective faculty and student input about what is important for long-range planning for the college.

**(III) Proposed Procedures to be Used by the LRPC (for approval by Faculty Senate)**

- a) Ask all academic units and departments to either (i) prioritize and submit to the LRPC aspects of their academic-unit long-range or strategic plans or statements, or (ii) if no formal plan or statements exist, to submit a statement of prioritized strategic values or issues agreed upon by the academic unit. This will be accomplished through a web-based survey and will be reflective of the new SUNY Cortland Mission Statement. This could include the use of an on-line forum (e.g., a "wiki") or other methods of input such as open forums and/or surveys.
- (b) LRPC will present its findings and recommendations to the Faculty Senate, the Strategic Planning Steering Committee, and the campus community, in the spring of 2009.

**Current Long-Range Planning Committee Membership:** Chris Cirno (chair)-mathematics/sciences; Diane Craft-professional studies; Mel King-social/behavioral sciences; Virginia Levine (ex-officio)-president's office; Josh Peluso-professionals; Dave Ritchie-library; Kim Rombach-education; Cynthia Sarver-fine arts/humanities; Danielle Singer-student; Second Student (open).