

## STRATEGIC PLAN STEERING COMMITTEE CHARTER

### A. Purpose

The Alabama College of Osteopathic Medicine Strategic Plan Steering Committee (SPSC) assists ACOM in advancing and monitoring the Institutional Strategic Plan. The SPSC works collaboratively to provide support for and monitor the implementation and progress of the Institutional Strategic Plan. Committee members will serve as liaisons between the strategic planning process and the academic community, which principally will be the member’s division or department.

### B. Membership

The committee shall consist of twenty-two (22) appointed members, all of whom shall be voting members. ACOM’s Vice President of Institutional Effectiveness will serve as a permanent member of the committee and Chair. The members shall be appointed by the Dean with recommendations by the Vice President of Institutional Effectiveness in consultation with the academic division leaders. The Vice Chair is the Accreditation and Program Evaluation Coordinator. Associate Deans will serve as ex-officio, voting members.

The SPSC consists of members intentionally composed to represent a cross-section of the academic community.

The composition of the committee is as follows:

<b>Division/Department</b>	<b>Number of Members</b>
Administrative Units	1
Anatomical Sciences	1
Clinical Resources	2
Clinical Sciences (one member must be an Instructor)	3
Information Systems	1
Institutional Effectiveness	3
Marketing and Communications	1
Medical Education	2
Molecular Medicine	1
Operations	2
Student Services	2
Student Representative	1

## C. Membership Terms

- a. The Chair and Vice Chair of the committee shall be permanent members of the committee.
- b. Members are appointed for a term of two (2) years. The term of the student representative is renewable for one year. Terms for other members shall be renewable, with no limit of renewals, at the discretion of the Dean.

## D. Responsibilities

- a. Facilitates the implementation and progression of the Institutional Strategic Plan.
- b. Informs the academic community and their respective divisions/departments about priorities and activities related to the Institutional Strategic Plan.
- c. Engages the academic community and their respective divisions/departments in the planning process.
- d. Assists with developing divisional/departmental strategies and action plans.
- e. Analyzes and provides feedback on data and planning components.
- f. Assesses feedback from the academic community when reviewing and developing recommendations.
- g. Conducts a yearly review of the Institutional Strategic Plan and makes recommendations for strategic plan refinement based on performance and continued relevance of current objectives to the Dean's Cabinet and the ACOM Board of Directors.
- h. Assists in recommending appropriate revisions for planning objectives and strategies to their respective divisions/departments.
- i. Encourages accountability for planning and assessment and endeavors to foster and maintain a culture of continuous assessment throughout the College.

## E. Operations

- a. The SPSC meets monthly.
- b. The SPSC Chair's administrative support shall serve as the committee Secretary for recording meeting minutes and other functions.
- c. The SPSC members submit to the Chair and committee Secretary ideas, concerns, questions, or discussion topics in advance of meetings.
- d. The SPSC members review the progress of current division/department action/assessment plans and recommend actions for improvement, if necessary.
- e. The SPSC Chair updates Dean's Cabinet regularly.