



## Holyoke Community College Strategic Planning Steering Committee Charter

The Holyoke Community College Planning Committee will lead the efforts to develop Holyoke's Forward Further: 2025 strategic plan in coordination with CampusWorks' strategic planning consultants. The Committee reports to the College President.

The Committee's purpose is to:

- Engage the College and its constituents in the planning process
- Gather and analyze data
- Develop strategies and objectives
- Set short- and long-term goals
- Develop an implementation plan

### **Committee Norms**

- Participation: Regular attendance in team activities and meetings
- Voice: As appropriate share your role and the activities of the team to others in the HCC community
- Excellence: Timely review of materials and shared ownership of team responsibilities so that no one member carries the load. Recognize varying perspectives and start all discussions with an open mind.

### **Committee Success Measures**

- Full engagement of Committee members
- Engagement of internal and external College constituents
- Relevant, data informed presentations to support the planning effort
- Logistical and planning support for the College's futures summit
- Timely achievement of deliverables according to the agreed-upon calendar
- Completion of strategic plan June 2018

### **Committee Responsibilities**

- Provide timely input and feedback
- Attend strategic planning activities and Committee meetings as requested
- Encourage others to participate in e-surveys and strategic planning activities held throughout the process:  
Be an ambassador for the process
- Complete all e-surveys
- Recommend readings/engagement activities for the College community
- Serve on a Scan Team that researches and develops key topics that inform the development of strategies
- Escalate questions and concerns that may arise during the committee's work to ensure ongoing progress
- Develop objectives to support the strategies