

## **Harford Community College**

### **Strategic Planning Committee Charter**

#### **Committee Purpose**

The Harford Community College Strategic Planning Committee will lead the efforts to develop Harford's 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 2019

#### **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