

Penn State Altoona Planning Process

The planning process at Penn State Altoona should be as open and inclusive as possible. All relevant constituencies, faculty, staff, and students, should be invited and encouraged to participate in these processes. The processes outlined below are designed to make the planning process at Penn State Altoona as open and inclusive as possible.

Use an existing committee (MOSAIC, Strategic Planning, etc.) whenever possible, and ask for additional members to fill out representation. Also, use existing sub-committee structure (if available), and have sub-committees ask for volunteers, or contact people who might be useful in their specific areas of responsibility. Sub-committees can also ask for individuals to provide information, data, etc. They may also hold information sessions or focus group discussions with key constituencies.

Sub-committees should be charged with reviewing text of goals in one or more sections of the plan, revising or updating the objectives under the goal, and providing updates on actions taken to date. Sub-committees should be asked to report at each full committee meeting on status of work, and share drafts where appropriate with the full committee. If possible, drafts should be distributed in advance (or placed on website in advance of meeting-see below).

Committee chair, or sub-committee chairs, may want to brief key constituencies on planning process early in planning period. For example, chair might go to SGA meeting, explain planning process and goals, and ask for volunteers. Or the Chair might brief the Chancellor's Cabinet on planning process, and encourage them to have their staff volunteer.

A website should be set up (or use existing website) to place draft documents, notes and agendas for meetings, and any supporting documents (surveys, data, reports, etc.). Any time that new materials are added to the website, especially drafts of document or sections, an email is sent to relevant list serves requesting input. Input is passed on to sub-committee chairs for review. When input is not used, an explanation should be provided by committee or sub-committee chair, in order to let people know that their input is being considered.

As the plan reaches final draft status, the chair may want to formally present the plan to key constituencies, such as Faculty Senate, SGA, Chancellor's Cabinet, or hold an open forum. In last two strategic planning cycles, a near-final draft of the strategic plan was posted, and an open forum was held to get final input. The plans were revised slightly based on the input, and sent on to University Park. This means that a final draft needs to be prepared approximately one month in advance of the actual due date. If it is not possible to hold an open forum prior to completion of the plan, the planning leadership should plan on holding an open forum shortly after the plan is submitted to University Park to get feedback and support for the plan.