

**UNIVERSITY COUNCIL
PLANNING AND PRIORITIES COMMITTEE
FOR INFORMATION ONLY**

PRESENTED BY: Bob Tyler, Chair, Planning and Priorities Committee

DATE OF MEETING: May 19, 2011

SUBJECT: Unit Plans Review Committee (UPRC) Criteria and Procedures

COUNCIL ACTION: For information only

CONTEXT AND BACKGROUND:

In keeping with past practice, the Planning and Priorities Committee will review the plans prepared by planning units, both academic and administrative, for purposes of development of the University's *Third Integrated Plan*. Once again, the Committee will establish a Unit Plans Review Committee (UPRC), formerly known as the College Plans Review Committee (CPRC), which will consist of all members of the Planning and Priorities Committee plus two members from each of the Academic Programs Committee and the Research, Scholarly and Artistic Work Committee. Members of the UPRC will be tasked, in groups of two, with the detailed review of each of the 37 unit plans. Each group will then report their findings at meetings of the UPRC. The head (Dean, Executive Director, Director, etc.) of each unit will be invited to meet with the UPRC at the meeting where the review of the corresponding unit is discussed. The Planning and Priorities Committee will provide its perspective on the unit plans to the respective planning units (along with an opportunity to respond, in writing), to PCIP and, ultimately, to University Council.

To facilitate the review of the large number of unit plans, the review criteria have been made quite specific and have been incorporated into review templates (attached) that were designed with the assistance of the Office of Institutional Planning and Assessment.

DISCUSSION SUMMARY:

The UPRC will review all unit plans over the period October 15 – November 15, 2011 using templates designed for this purpose. The Planning and Priorities will provide its perspective on unit plans to planning units, PCIP and University Council. The Third Integrated Plan will be presented to Council for endorsement on March 1, 2012.

ATTACHMENTS:

1. UPRC Template for College/School Plan Review.
2. UPRC Template for Administrative Unit Plan Review.

UPRC Template for College/School Plan Review

I. Alignment with Areas of Focus

a. Knowledge Creation: Innovation and Impact

<p>Degree of Alignment</p> <p><input type="checkbox"/> Strong</p> <p><input type="checkbox"/> Moderate</p> <p><input type="checkbox"/> Minimal</p>	<p><i>Committee's comments on existing and proposed activities</i></p> <p><i>Text box – no word limit</i></p>
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b. Aboriginal Engagement: Relationships, Scholarship, Programs

<p>Degree of Alignment</p> <p><input type="checkbox"/> Strong</p> <p><input type="checkbox"/> Moderate</p> <p><input type="checkbox"/> Minimal</p>	<p><i>Committee's comments on existing and proposed activities</i></p> <p><i>Text box – no word limit</i></p>
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c. Innovation in Academic Programs and Services

<p>Degree of Alignment</p> <p><input type="checkbox"/> Strong</p> <p><input type="checkbox"/> Moderate</p> <p><input type="checkbox"/> Minimal</p>	<p><i>Committee's comments on existing and proposed activities</i></p> <p><i>Text box – no word limit</i></p>
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d. Culture and Community: Our Global Sense of Place

<p>Degree of Alignment</p> <p><input type="checkbox"/> Strong</p> <p><input type="checkbox"/> Moderate</p> <p><input type="checkbox"/> Minimal</p>	<p><i>Committee's comments on existing and proposed activities</i></p> <p><i>Text box – no word limit</i></p>
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II. College/School Priorities and Progress during the Second Planning Cycle

<p><i>Committee's comments on completed and continuing activities</i></p> <p><i>Text box – no word limit</i></p>
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III. College/School Priorities for the Third Planning Cycle

<p><i>Committee's comments on existing and proposed activities</i></p> <p><i>Text box – no word limit</i></p>

IV. Integration of Academic Mandate

Committee's comments on proposed ideas for collaboration and cooperation across units

Text box – no word limit

Committee's suggestions for additional collaborations or cooperation across units

Text box – no word limit

V. Performance Indicators and Comparator Institutions

Committee's comments on how the college/school is measuring success in their environment

Text box – no word limit

VI. In the committee's opinion, are the proposed activities realistic given the resources (human, financial, capital) available to the college/school?

Committee's comments

Text box – no word limit

VII. Points for clarification

Committee's comments

Text box – no word limit

VIII. Emerging Themes

Committee's comments

Text box – no word limit

IX. General Comments

Committee's comments

Text box – no word limit

UPRC Template for Administrative Unit Plan Review

I. Alignment with Areas of Focus

<p>Degree of Alignment</p> <p><input type="checkbox"/> Strong</p> <p><input type="checkbox"/> Moderate</p> <p><input type="checkbox"/> Minimal</p>	<p><i>Committee's comments on existing and proposed activities</i></p> <p><i>Text box – no word limit</i></p>
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II. Collaboration and Cooperation with Other Units (Academic/Administrative)

<p><i>Committee's comments</i></p> <p><i>Text box – no word limit</i></p>
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III. Unit Priorities and Progress during the Second Planning Cycle

<p><i>Committee's comments on overall impression of existing and completed activities</i></p> <p><i>Committee's comments on proposed improvements in quality and cost of service</i></p> <p><i>Text box – no word limit</i></p>
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IV. Unit Priorities for the Third Planning Cycle

<p><i>Committee's comments on overall impression of existing and proposed activities</i></p> <p><i>Committee's comments on proposed improvements in quality and cost of service</i></p> <p><i>Text box – no word limit</i></p>

V. Performance Indicators and Peer Comparators

<p><i>Committee's comments on how the unit is measuring success in their environment</i></p> <p><i>Text box – no word limit</i></p>
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VI. In the committee's opinion, are the proposed activities realistic given the resources (human, financial, capital) available to the unit?

Committee's comments on resources and the extent to which these have been allocated in a balanced manner to build and maintain critical mass necessary for quality of service

Text box – no word limit

VII. Points for clarification

Text box – no word limit

VIII. Emerging Themes

Text box – no word limit

IX. General Comments

Text box – no word limit