

Integrated Strategic Planning Steering Committee Terms of Reference

1.0 PURPOSE

The Integrated Strategic Planning Steering Committee (ISPSC) is responsible for overseeing the establishment of the integrated strategic planning (ISP) process at Thompson Rivers University (TRU). The purpose of this process is to create and prepare an Integrated Strategic Plan for endorsement to the TRU governance bodies at the end of the 2021/22 academic year. The ISPSC advises the Provost and Vice-President Academic and Research on matters related to the integrated strategic planning and will be supported by the Integrated Strategic Planning Project Team (ISP Project Team).

2.0 COMMITTEE FUNCTIONS & RESPONSIBILITIES

1. Provide advice and guidance on the establishment of integrated strategic planning and the development of an institutional integrated strategic plan and strategic priorities.
2. Provide supports for member's unit strategic plan and amendments.
3. Work with member's unit to contribute to the institutional integrated strategic plan.
4. Participate in the ISPSC activities and workshops.
5. Provide opportunities and encourage dialogue among students, faculty, staff, and administration with respect to integrated strategic planning.
6. Provide input on internal and external communication to keep the TRU community informed of and engaged in the integrated strategic planning process.
7. Establish such subcommittees and working groups as needed to fulfil the ISPSC's responsibilities.
8. Other duties as assigned by the Provost and Vice-President Academic and Research.

3.0 MEMBERSHIP & MEMBER RESPONSIBILITIES

ISP Steering Committee Members		
Constituency	Member and Position Title/ Department	Role
	Dr. Gillian Balfour Provost and Vice-President Academic	Chair
Faculty Members from each Faculty / School / Division	Amy McLay Paterson Librarian, University Library	Advisors
	Andrew Fergus Department Chair, Associate Professor Bob Gaglardi School of Business and Economics	
	Brenna Clarke Gray Coordinator, Educational Technologies, TRU Open Learning	
	David Carter Assistant Teaching Professor, Faculty of Adventure, Culinary Arts and Tourism	
	David Hill Associate Professor, Faculty of Arts	
	Garry Gottfriedson Secwepemc Cultural Advisor, Department of Indigenous Education	
	Iain Pardoe Open Learning Faculty Member, Faculty of Science, Open Learning	
	Kyra Garson Instructional Support, Faculty of Student Development / Intercultural Learning	
	Lorry-Ann Austin Assistant Teaching Professor, School of Social Work and Human Service	
	Mark Wallin Associate Dean, Faculty of Arts	
	Sheila Blackstock Associate Teaching Professor, School of Nursing	
	Sylvia Bell Open Learning Faculty Member, Faculty of Education and Social Work, Open Learning	
	Timothy Kasten Carpentry Instructor, School of Trades & Technology	
Administrators (Academic /	Baihua Chadwick Vice-President International	

Administrative)	Brian Lamb Director, Learning Technology & Innovation, TRU Open Learning
	Bryan Daly Associate Dean, Williams Lake Campus
	Catharine Dishke Hondzel Director, Centre for Excellence in Learning and Teaching
	Chris Adam Associate Vice-President Students and Dean, Faculty of Student Development
	Kim Cassar Torreggiani Associate Vice-President Advancement, University Relations
	Mike Bluhm Associate Vice-President Strategic Enrolment and University Registrar
	Rita Hodge IT Client Services Manager, IT Services
	Sarah Walz Director of Student Access and Academic Support, Accessibility Services
	Tina Matthew Executive Director, Office of Indigenous Education
	Warren Asuchak Associate Vice-President, Campus Infrastructure, Sustainability and Ancillary Services
	Will Garrett-Petts Vice-President Research (Interim)
	Yvette Laflamme Associate Vice-President, Finance
	Elder
Students	Azul Hernandez-Billy Undergraduate Student
	Nikoo Ghaffari Graduate Student
	Sarah Blayney Lew Open Learning Student
	Vacant Williams Lake Student

*ISPSC member nominations approved by Faculty Councils, leadership of administrative units, and TRU Student Union (except for students from Open Learning and Williams Lake).

ISP Project Team		
Dr. Gillian Balfour	Provost and Vice-President Academic	Project Leads/ Advisors
Dr. Shannon Wagner	Associate Vice-President Academic	
Dr. Greg Anderson	Dean, Faculty of Science	
Dr. Alana Hoare	Associate Director, Academic Planning and Continuous Quality Improvement, Office of Quality Assurance	
Darshan Lindsay	Associate Vice-President, Marketing and Communications	
Dorys Crespin-Mueller	Associate Vice-President, Integrated Planning and Effectiveness	
Jan O'Brien	Director, Integrated Planning and Effectiveness	
Dana Prymak	Integrated Planning Project Manager, Integrated Planning and Effectiveness	

4.0 MEETING SCHEDULE

All ISPSC meetings are scheduled to be held online via Microsoft Teams or Zoom. Additional meetings may be held at the discretion of the Chair, depending on the workload of the Committee.

Wednesday, June 16	3:00 – 4:30 PM
Wednesday, August 25	3:00 – 4:30 PM
Wednesday, September 29	3:00 – 4:30 PM
Wednesday, October 27	3:00 – 4:30 PM
Thursday, November 25	3:00 – 4:30 PM
Wednesday, January 26	3:00 – 4:30 PM
Wednesday, March 30	3:00 – 4:30 PM
Tuesday, May 24	3:00 – 4:30 PM

5.0 MEETING GUIDELINES

The ISPSC will be guided by the following indicators of good practice:

- Agenda for the Committee will be distributed to members at least four working days prior to the meeting.
- Minutes will be taken at each meeting and confirmed at the following meetings.

All corrections to minutes must be tabled at the meeting.

- Decisions taken at meetings will be noted and the minutes will be distributed to Committee members within two weeks of the committee meeting.
- A minimum one-week notice will be given for additional meeting.
- If the member is unavailable to attend, a representative from member's unit planning team should be designated to attend the meeting. The name of the representative should be communicated to the Chair before the start of the meeting.