

# **NEIU Community Strategic Planning: Empowering our Mission, Vision and Values Core Planning Team Volunteer Responsibilities**

Core Planning Team volunteers are asked to:

- Dedicate significant time and effort to planning meetings, session facilitation, and stakeholder engagement.
- Actively participate in discussions, provide insights, and contribute to decision-making processes. • Be available to lead subgroups or working committees as necessary.
- Collaborate closely with consultants, faculty, staff, and students to ensure a holistic approach to planning.
- Review and synthesize data from various sources, including campus climate surveys, student success metrics, and external market labor trends.

## **Activities:**

### **1. Leadership & Coordination**

- Lead and coordinate the strategic planning efforts across the university by managing timelines, milestones, and key deliverables.
- Serve as liaisons between their respective departments and the broader strategic planning effort, ensuring all perspectives are considered and integrated into the process.

### **2. Stakeholder Engagement**

- Facilitate input from various stakeholders, including faculty, staff, students, alumni, and community partners, ensuring broad representation in decision-making.
- Lead forums, data summits and surveys to capture diverse perspectives that will shape strategic priorities.

### **3. Data-Informed Analysis**

- Review data, including institutional performance metrics, student outcomes, and external benchmarks, to inform strategic priorities.
- Utilize evidence-based analysis to identify challenges, opportunities, and trends that will influence the strategic direction of the university.
- Develop a comprehensive SWOT analysis report based on stakeholder input.

### **4. Goal Development**

- Synthesize stakeholder input and data to help define the university's strategic priorities and goals.

### **5. Drafting & Review**

- Contribute to the creation of strategic documents, including drafts of the strategic plan.
- Provide iterative feedback on key sections of the plan, ensuring clarity, coherence, and alignment with institutional priorities
- Present a full draft of the plan, outlining key strategic priorities and goals, and metrics for success for final review and approval.