

INSTITUTIONAL PLANNING COMMITTEE :
COMPOSITION & STANDING ORDERS

Background:

Planning at Rhodes was historically undertaken in an *ad hoc* fashion as adequate State funding enabled resources to be allocated on a need-to-have basis. As Government funding began decreasing in relative terms during the 1990's however, new approaches were required and the existing Staffing Committee (which considered requests for new posts and for promotion of existing staff) and the Academic Planning Committee were combined to create the Academic Planning and Staffing Committee (AP&SC) in 1996. During the following decade several institutional reviews were conducted to facilitate planning, and an annually revised Digest of Statistics was introduced from 1997

Following the appointment of a new Vice-Chancellor in mid-2006, internal restructuring took place including replacing the Academic Planning and QA Office with an Institutional Planning Unit, and refocusing and renaming the Academic Planning & Staffing Committee as the Institutional Planning Committee (IPC) from 1 January 2008.

Standing Orders:

The Institutional Planning Committee is the University's main strategic and operational committee responsible for planning and resource allocation, subject to the approval of the Senate and Council. It meets five times per year, with one meeting (held in the third term) focusing exclusively on staffing requests for the forthcoming year (see composition below). Additional meetings are held as necessary. The IPC is tasked with

- Undertaking and ensuring an effective alignment between enrolment planning, academic planning and physical planning in the context of available and potential resources.
- Ensuring the most effective and efficient use of staff resources, physical facilities and operational funding, thereby ensuring a 'fit' between the institutional mission and the resources available.
- Preparing and monitoring the annually revised enrolment plans required by the Department of Education.
- Giving effect to the University's Institutional Planning and Review Framework (Appendix 1) which outlines the review model used within the University and indicates the IPC's role within this model.
- Reporting, via Senate and Council, to external bodies such as the Department of Higher Education & Training and the Higher Education Quality Committee as appropriate on institutional plans, policies and academic programmes.

Composition of the Institutional Planning Committee:

| Full Membership (18) | In Attendance (17) |
|--|---|
| Vice-Chancellor (Chair) Deputy Vice-Chancellor, Academic and Student Affairs Deputy Vice-Chancellor, Research and Development 6 Deans of the Faculties* Deputy Dean of Humanities* Dean of Students Dean, Teaching and Learning* 2 Council representatives 2 Senate representatives* 2 SRC representatives (one of whom should represent postgraduate students) | Registrar Registrar, Finance and Operations Director, Communications & Marketing Director, Community Engagement Director, Data Management Unit Director, Development & Alumni Relations Director, Equity and Institutional Culture Director, Estates Director, Finance Director, Human Resources Director: International Office Director, Institutional Planning Director, Library Services Director, Research Office Director, Residential Operations Director, Special Projects NTEU representative |
| *Academic (the IPC operates on a principle of having a majority of academic members) | 'In attendance' means full participation, excluding voting rights. |

In addition, the Committee is entitled to co-opt additional members on an annual basis as necessary. The Committee does not permit alternates to attend, except in the case of Deans who may be represented by the Acting or Deputy Dean in their absence or with the permission of the Vice-Chancellor. The Chair is authorised to act of behalf of the Committee when an urgent decision is required between meetings, although this option is not lightly exercised.

Membership of the IPC Staffing Meeting:

Vice-Chancellor (Chair)
 Deputy VC: A&SA
 Deputy VC: R&D
 Registrar: F&O
 Registrar
 All Faculty Deans
 Dean of Teaching and Learning
 Director: HR
 Deputy Director: HR**
 1 NEHAWU representative**
 2 NTEU representatives (1 academic and 1 support)**
 1 SRC representative**
 Plus any other members of HR required to be present**

** Co-opted

Sub-Committees

The IPC has three standing sub-committees focusing on (i) the University's size & shape, (ii) infrastructure needs, and (iii) fundraising priorities respectively. These working groups aim to undertake the preliminary work of the IPC, ensuring the IPC is provided with the necessary background and detail in order to make considered recommendations to Senate and Council:

1. Size and Shape and New Academic Programmes Sub-Committee

- Considers all applications for changes to the size and shape of an academic department/institute/centre
- Considers all applications for new academic programmes and initiatives, or changes to existing programmes
- Ensures appropriate documentation, with recommendations, is provided to IPC

Composition (10):

VC (Chair); DVC: A&SA; DVC: R&D; Registrar; Chair of the Deans' Forum; relevant Faculty Dean/s; Dean: T&L; Registrar: F&O; Director, HR; Director: IPU; Director, DMU

Serviced by:

Institutional Planning Unit

Meeting Frequency:

4 times per annum

2. Infrastructure Planning Sub-Committee

(Replaces the existing Joint Physical Planning Committee)

- Considers all issues related to infrastructure planning and the infrastructure needs of the University
- Develops appropriate documentation to guide applications related to infrastructure needs
- Ensures appropriate documentation, with recommendations, is provided to IPC

Composition (11):

DVC: A&SA (Chair); DVC: R&D; Registrar: F&O; Chair of the Deans' Forum, a Faculty Dean; Dean of Students, Director: Estates, Director, IPU; Director: Residence Operations; Head, Sports Administration, Chair: Aesthetics Committee

Serviced by:

Office of the Registrar: Finance & Operations

Meeting Frequency:

As needed

3. Development Fundraising Sub-Committee

- Considers and prioritises all applications related to development fundraising guided by the Development Fundraising Framework and Policy document (as and when approved by the IPC and Senate)
- Ensures appropriate documentation, with recommendations, is provided to IPC

Composition:

VC (Chair); DVC: A&SA; DVC: R&D; all Deans; Registrar, F&O; Director: Development and Alumni Relations; Director: Research; Director: Special Projects

Serviced by:

Development and Alumni Relations Office

Meeting Frequency:

As needed