



MEMORANDUM

TO: Tim McAndrews, Convenor, JPB
FROM: James Beeby, Chancellor
SUBJECT: Committee Charge for 2024-2025 Academic Year
DATE: September 5, 2024

Please convey my gratitude to the committee members for their willingness to serve on JPB for the 2024-2025 academic year.

After a chairperson has been named, please be advised that their primary responsibilities in reference to my office are as follows:

- inform the Chancellor's Office of any changes in committee membership.
- organize and conduct meetings.
- promptly sending meeting minutes to Bobbi Webster (bwebster@uwlax.edu) so that the minutes can be posted on the Joint Committees website. Minutes can be produced by the committee's recorder according to the appropriate by-laws.
- complete a year-end report on the committee's activities to be submitted to the Chancellor's Office no later than May 15, 2025.

The Chancellor's website contains an archive of past minutes and year-end reports (when available) - <https://www.uwlax.edu/chancellor/joint-committees/general-information-on-joint-committees/>

After consultation with colleagues, I ask the committee to enact the following special charge in addition to the traditional work of the committee:

- Please work with the pillar leads for the four pillars of the current strategic plan to provide proposed action steps to JPB associated with the goals endorsed in Spring 2024. JPB's role will be to provide feedback on the action steps to be helpful to the process.

It is my intention to launch a new strategic planning process after January 2025 and I will be consulting with JPB on the trajectory, scope, and timing of the process.

Throughout the process, I expect individual committee members to consult with their respective governance groups for input and agreement to issues.

If you have any questions about the charges, please feel free to contact me.

cc:

Chancellor's Cabinet
Faculty Senate Chair
Academic Staff Council Leadership
University Staff Council Leadership
Student Association Leadership