TO: Members of the Administrative and Service Units Program Prioritization Committee (APPC)

FROM: Lendley C. Black, Chancellor

DATE: July 11, 2013

SUBJECT: Charge to the Committee

As I noted in an email to the campus last month, our University is engaged in a Program Prioritization initiative. The goal of the initiative is to use limited financial resources in ways that will best meet the needs of our students and our community, as outlined in our Strategic Plan.

Thank you for agreeing to serve on the Administrative and Service Units Program Prioritization Committee (APPC). The APPC is comprised of members representing all four major divisions of the University, and your group will serve an important role in the process. The charge for the APPC follows.

- Become familiar with the Program Prioritization process.
- Review criteria and related questions for administrative and service units that were shared with the campus through the Vice Chancellors and Chief of Staff in the Office of the Chancellor. Make recommendations for any changes to criteria plus provide an initial draft of categories and weights to the Chancellor's Cabinet by **August 1, 2013**.
- Develop scoring categories for each of the criteria for submission to the Chancellor’s Cabinet by **August 15, 2013**.
- Develop templates for departmental responses for submission to the Chancellor’s Cabinet by **September 1, 2013**.
- Develop rubrics for scoring departmental responses for submission to the Chancellor's Cabinet by **September 1, 2013**. Departments will have until **October 15, 2013** to complete their responses to the template.
- Score departmental responses for submission to the Chancellor’s Cabinet by **November 15, 2013**.

The Vice Chancellors and the Chief of Staff in the Office of the Chancellor will meet with the APPC initially to review the process and this charge, along with answering any questions that the group may have.

Administrative support for the APPC will be provided by Audrey Olson in the Office of Student Life. She will be in contact with you soon to set up the initial meeting for the group.