

INTER-OFFICE CORRESPONDENCE

TO Planning Project Facilitation Committee
Vice President Edgar

DATE 7-17-79

FROM Leon Rand, Dean, Graduate Studies & Research,

SUBJECT

A number of instruments have been devised by Terry Buss, utilizing the efforts of various individuals and the PPFC-4. These instruments cover the following people and/or subjects:

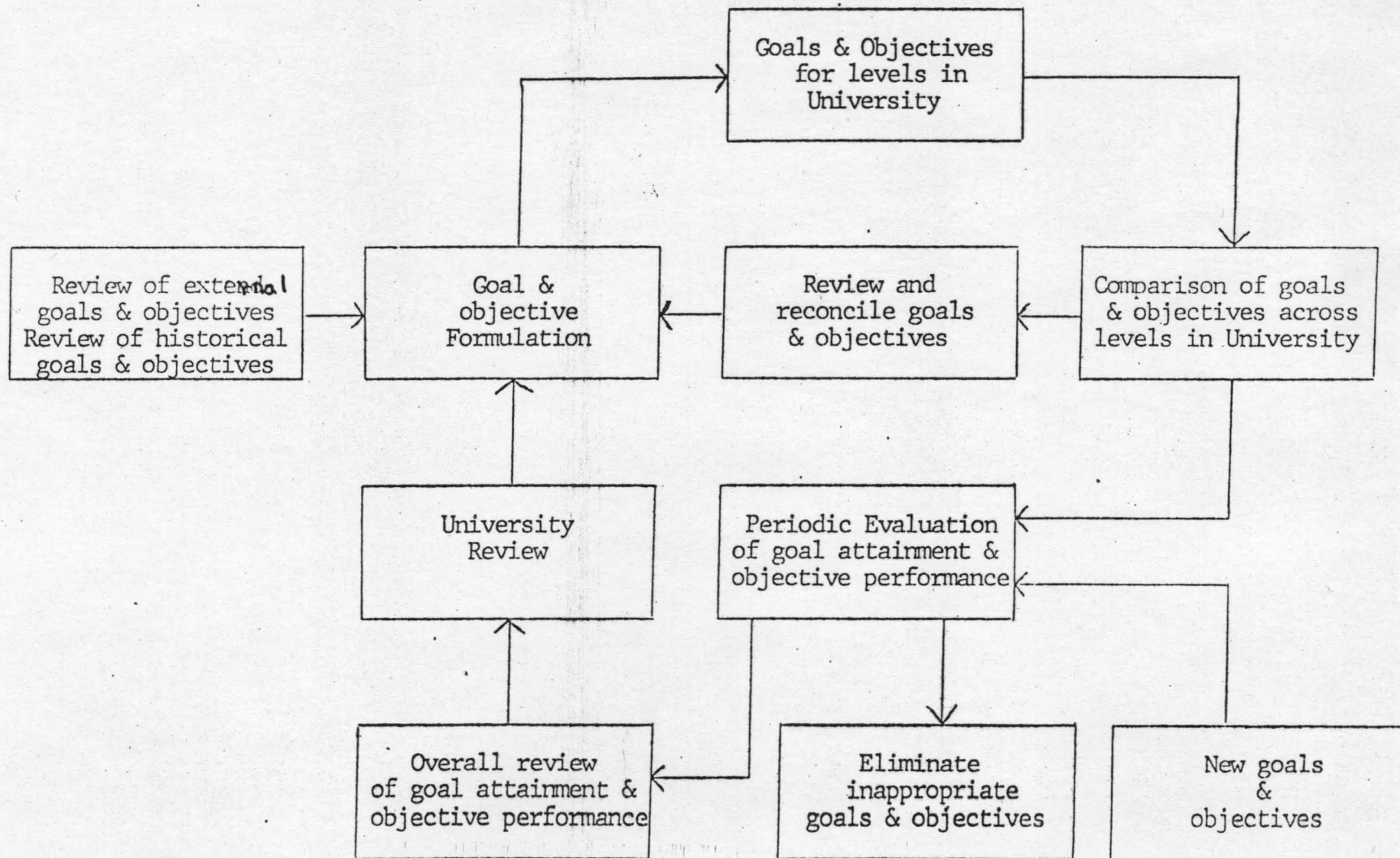
Program Goals and Objectives
Dean's Response to Program Goals and Objectives
School/College Goals and Objectives
University Goals and Objectives
Preliminary, New or Revised Program Request
Elimination of Program Request
Program Evaluation and Review
Course Elimination Request
Current Program Needs Assessment
Faculty Characteristics Summary
Academic Support Requirements
Faculty Professional Activity
Student Enrollment and Productivity

Classified Questionnaire
Alumni Questionnaire
Student Questionnaire
Faculty Questionnaire
Academic Support Personnel Questionnaire
Administrative Personnel Questionnaire

Our tentative schedule, with respect to completing the preparation of these instruments, is as follows:

1. July 18 Submit drafts to Vice President Edgar
2. July 20 Distribute drafts to PPFC
3. July 25 Meeting of PPFC to discuss
4. July 31 Distribute revised drafts to deans
5. August 7 Deans' comments due
6. August 14 Instruments sent to printer

We still are generally within our proposed schedule. In the next several weeks the time requirements on PPFC members will increase, and I hope your own schedule will allow full progress.



TIME TABLE

1. 2-10-79 LR and EEE discuss committee structure, charge, and membership.
2. 2-15-79 LR distribute revised materials to deans.
3. Between 2-20 and 2-23 LR convene Planning Process Facilitation Committee (PPFC).
4. Between 2-26 and 2-28 PPFC appoint sub-committee members.
5. Between 3-5 and 3-23 PPFC-1 compile list of raw and compounded data. Send to PPFC.
PPFC send list (as possibly modified) to deans.
PPFC-2 catalog external sources. Send catalog to PPFC.
PPFC-3 planning of number and types of instruments.
6. 3-23 to 5-20 PPFC-1 compile data and arrange for later distribution.
7. 4-20 to 5-20 PPFC-2 gather and arrange information for later distribution.
8. 4-25 to 5-10 PPFC-3 review of drafts of instruments by PPFC.
9. 5-10 to 6-1 PPFC to send drafts of instruments to deans for review and suggestions.
10. 6-1 to 9-1 PPFC assemble appropriate materials into packets for each unit.
11. Between 5-1 and 5-15 EEE appoint Planning Task Force (PTF).
12. Between 6-1 and 7-1 LR and EEE meet with PTF.
13. 9-?-79 General meeting of Faculty and Administration. Planning kick-off.
14. 9-?-79
+1 Distribution of information and instrument packets to deans and administrators for further distribution to departments, etc.
15. 12-3-79 School/college dean to appoint his school/college review committee.
16. 12-14-79 Deadline for departments to submit completed study and report to college dean or to administrator.
17. 2-8-80 Deans and administrators to return reports to departments for modification after review by College Review Committee or by administrator, respectively.
18. 2-29-80 Revised departmental reports to be returned to dean or administrator.
19. 4-11-80 College dean to send school/college report to support departments

20. 5-7-80 Service department reports, incorporating school/college information, to appropriate administrator.
21. 5-21-80 Administrators return reports to service departments for modification, if any.
22. 5-23-80 Deans submit school/college reports to PTF.
23. 6-4-80 Service departments return modified reports to administrators.
24. 6-11-80 Administrators send service department reports to Academic Vice President for review by PTF.
25. 6-20-80 PTF return school/college reports to deans for modifications, if any.
26. 7-11-80 Deans return reports, with modifications, to Academic Vice President, PTF, and other academic deans.
27. 8-1-80 and 8-2-80 Retreat for Academic Vice President and academic deans to discuss deans' reports and projections.
28. Based on available time: 8-11 to 9-30 PTF will analyze all reports, including conclusions from retreat.
29. 10-24-80 Report from PTF to Academic Vice President.
30. 11-?-80 Presentation of Long Range Academic Plan and report to President by Academic Vice President.

PLANNING TASK FORCE

Charge:

To bring together the information and proposed plans and needs from the deans' reports, the service department reports, the vice president's contributions and other sources to draft a report for transmittal to the academic vice president that addresses the following five areas:

- a) Determine the applicability of current academic programs to future needs of the YSU geographical area, to Ohio, and to the nation.
- b) Suggest new or modified academic programs for which need can be projected on the basis of changes, particularly in northeast Ohio, of the demography, economics, and other regional influences.
- c) Develop a basis for establishing institutional priorities.
- d) Suggest academic administrative structural changes which should accommodate the introduction or modification of academic programs effectively and efficiently.
- e) Provide sufficient bases to permit consideration of the future fiscal and physical needs of YSU to accommodate the scope and dimensions of projected academic programs and curricula.

Each of the reports should be examined for completeness, self-consistency, and incorporation of appropriate departmental and service group contributions. Where necessary, additions and/or clarification should be sought from the authoring unit. Further, the Planning Task Force should detail an extension of this planning process, possibly modified on the basis of experience, that will allow a biennial update of the planning report.

Membership:

Academic Vice President (Chairman), academic deans, senate representative (appointed by the Executive Committee), alumnus, students (graduate and undergraduate).

*Resource Center
for Planned
Change*

Time Table - Annotations

1. LR and EEE discuss revised flow diagram of entire process. Make changes, where necessary, in flow diagram, description of charge for each committee, sub-committee, and where possible, add membership (names or positions) of each committee. Discuss with Neil Humphrey.
- 2.
3. Criteria for PFFC sub-committee members: a) availability for active involvement; and b) background suitable for assignment. Distribute copies of committee's charge, then copies of what had been distributed to deans, then copies of tentative time table. Discuss - with EEE leading presentation - the specific aspects of committee's charge. Assignment 1 for committee - have each member consider the people who could best serve on their subcommittees. Suggest that they figure on a minimum number, and then consider for nomination alternate people also. Set up schedule for subsequent meetings.
4. PFFC review subcommittee nominations presented by each subcommittee chairman. Each subcommittee chairman should check on availability and interest of the subcommittee members, and then tell coordinator, who will have letters of appointment and appreciation from EEE sent to each.
5. PFFC-1 should compile a list of raw and compounded institutional, college departmental, and program major data that might be applicable and of interest to the faculty, chairmen, deans, service departments, vice presidents, and the Planning Task Force. This list, together with a brief explanation of each item, including its accuracy and possible significance, should be brought to the PFFC for discussion and then sent to the deans for their examination, suggestions for additions (and deletions).

*See memo
follows*

PPFC-2 should catalogue external sources which could contribute information appropriate to YSU's long range planning. Sources could be at local, state and national levels. Each source listed should carry a statement on the nature of the information that may be gained, and the direct applicability of that information for consideration by departments, colleges, service departments, etc. This catalogue should be brought to PFFC for discussion, together with a plan to expedite the gathering of the information, which should be done in time to allow distribution according to time table item #7.

See memo

PPFC-3 should discuss the types of instruments that are necessary to obtain from each level, with the least possible inconvenience caused to each level, that information which will best allow the planning goals to be met as stated in the charge to the Planning Task Force.

Specific instruments should be developed in accordance with the above, keeping in mind the immediate need to permit maximum input from each level and the ultimate need to adequately assemble and inter-relate diverse data and ideas. Separate instruments may be desired for:

- (3) Previous material CAT (1973), Donatiano Report, N.C. Report, Regent's Mast. Plan. *(In Cohen's file)*
- (4) Sec Review Assessment + Planning Instruments - *the Chm - Buss, Matthews, Fetter*
- (5) Facts - *insure what we do is comm. to Univer Co. proper way, at proper times, etc.*

1. Academic program review, assessment and projections by
 - a. Overall review by department
 - b. Departmental faculty
 - c. By students (graduate and undergraduate) in departmental programs
 - d. Alumni of department
2. Information from professions (discipline)
 - a. Local professional organization
 - 1) Projected employment situation
 - 2) New industry
 - b. National professional organization
 - 1) Projected training changes
 - 2) Employment opportunities
3. Academic support areas
 - a. Academic
 - 1) Library
 - 2) Computer Center
 - 3) Media Center
 - 4) Radio-TV
 - 5) Developmental Education
 - b. Administrative
 - 1) Admissions and Records
 - 2) Student Affairs
 - 3) Financial Aids
 - 4) Affirmative Action
 - 5) Career Planning and Placement
 - 6) Counseling Center
 - 7) Grants and Contracts
4. College/School
 - a. Incorporation of departmental, faculty, student and alumni data and information
 - b. Deans' projections
5. Guidelines for report reviews by:
 - a. Department chairs of
 - 1) Faculty
 - 2) Students
 - 3) Alumni
 - 4) Service departments
 - 5) Internal data
 - 6) External information
 - 7) Other
 - b. College deans of
 - 1) Departments
 - 2) Service departments
 - 3) Internal data
 - 4) External information
 - 5) Other, including Deans' Council contribution
 - c. Academic Vice President of
 - 1) Deans
 - 2) Service departments
 - 3) Internal data
 - 4) External information
 - 5) Other, including Deans' Council contribution

The instruments should be devised to solicit and elicit the following type of information:

- a. Review and assessment of current programs
 - b. Description of program needs (as they may differ from current programs) 1 year hence, 2 years hence, three years hence
 - c. Major changes envisioned within ten year future - in profession as a result of economic and industrial shifts in and out
 - d. Possible new and disciplinary and interdisciplinary programs
 - e. Enrollment projections - realistic
 - f. Institutional priorities - how to identify; to identify; method to respond
 - g. Suggestions for administrative structural modification
 - h. Program costs - way to reduce and still maintain quality
6. Distribution to departments, deans, vice presidents, etc.
 7. Distribution to departments, deans, vice presidents, etc.
 - 8.
 - 9.
 10. Packets should contain, as appropriate:
 - a. Program review, assessment and projection instruments
 - b. Categorized information on internal and external areas (PPFC - 1 and 2)
 - c. Other material as available and deemed appropriateIn addition, instruments should be packaged and addressed for sending to:
 - a. Faculty - all
 - b. Undergraduate students - method of selection to be determined -
 - c. Graduate students - method of selection to be determined
 - d. Alumni - method of selection to be determined
 11. Letters should be sent to appoint members of Planning Task Force from Vice President Edgar.
 12. LR and EEE meeting with Planning Task Force to discuss the process as described above. PTF members should consider the charge to their committee and how they best might review the individual reports and approach the assembling of information, data and projections into a single report that is in keeping with the committee's charge.
 13. General meeting of faculty and administration. On stage, President, Academic Vice President, Chairman, Board of Trustees, Chancellor. Kick-off announcement of actual process. Discuss importance of planning and process; the scope of involvement; the basis for continual planning - action.
 14. Distribution of information and instrument packets to deans and to support departments, the latter via the appropriate administrator. Deans and administrators should discuss material and process in depth with chairmen and department heads.

15. School/college dean to appoint his school/college review committee. Charge to this committee should be similar to that the the Planning Task Force, but restricted mainly to the college/school level except where interdisciplinary academic programs are projects. However, this committee may wish to address itself to interdisciplinary academic programs that involve more than one department in one or more schools/colleges.

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19. College dean to submit school/college report to support departments. Purpose of this is to allow each service department to discuss stated needs of each school/college (and to incorporate those specific ones which are considered within the respective department's current or potential scope, and to address those which are considered outside of scope or not advantageous).

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