

CHARTING THE FUTURE

FORMAT FOR ADMINISTRATOR'S REPORT AND UNIT REVIEW AND COMMENT

Report Format and Criteria

Use the Charting the Future Report Format as the guideline for organizing the report from your Office, i.e. President's Office, Office of the Provost, Administration/Finance Office, University Affairs, Board of Trustees Office; AVP Offices and Dean/College Office. Organize the report into three major sections; Part I The Past, Part II Present Descriptors and Part III The Future. You may use the questions and statements with the Charting the Future Report Format for ideas in preparing your report. We encourage you to prepare a short report, with brief comments about Part I and Part II. The focus of your report should be Part III. At a minimum, please provide the following: For Part I: date/year when your college/office/dept., etc. was established and the antecedents to that formation. For Part II: Include a copy of the college/office mission statement, with remarks about the relationship of your mission to the mission of UNC. If you have a vision statement, please include with your report. Prepare brief remarks about the functions and services of your office and how your office is organized and the responsibilities of its personnel. Provide a copy of your office's expenditures and revenue. Part III: Include your dreams and ideas for the future of UNC, your College or Office, programs and functions, the University Calendar Year, ideas for enhancing revenue, etc. Also, we would like your ideas and recommendations related to the University's General Education offerings and ideas to enhance the undergraduate and graduate experiences for our students. Please use the Charting the Future Report Format, Part III, as a guide for your thinking about the future.

Your report will be due November 26, 2003. However, if reports are finished they may be submitted as early as November 14, 2003. Please send an electronic copy to chartingthefuture@unco.edu. The Design Team, in preparation for its deliberations, will review your report.

Administrative Review and Recommendations:

You will be receiving reports from all the units for which you are responsible. Please review these reports and prepare an Administrative Review to be submitted to the Design Team by December 23, 2003. Your review can be a short report, or letter/memo to the Design Team to include comments, suggestions and questions about the Unit reports that were submitted to you. We are including guidelines for your thought processing; however these questions are not imperatives that must be answered, rather guides for preparing your review and report.

Suggested Guidelines: Is there additional information that you believe was not included? If so what should be considered? Are there programs and/or services that units are

currently doing that you believe could be done or accomplished in another manner? – Or, should not be continued? – Or must continue?

In reviewing the current functions as described in the reports from units, do you see opportunities for growth? Do you see opportunities for enhanced revenue generation? Are there potential functions or actions that could lead to revenue savings? What are your ideas for potential mergers of programs and functions within your Office or College, or across the University? Are there programs, functions, units, etc. that you believe could be eliminated, both within your Office/College and across the University?

Reviewing reports from the Future sections of the individual unit reports, what ideas or recommendations do you believe should be considered? Explain why. What ideas or recommendations should not be considered? Explain why. Are there ideas or recommendations from your units that could be integrated? Explain why.

Please send your Administrative Review electronically to chartingthefuture@unco.edu prior to December 23, 2003. During January, the Design Team will meet with you to discuss your review and ideas. In the near future, we will be calling to schedule the January meeting.

Thank you, in advance, for your support, wisdom, and innovative ideas for our future.