

UNC TASK FORCE GUIDELINES

October 2018

I. GUIDING PRINCIPLES FOR ALL TASK FORCE COMMITTEES

1. Claim intentionally as our mission the education of first generation and other underrepresented groups. Initiatives should be structured and delivered to promote the academic progression and success of these students. Students who don't belong to these populations will also benefit.
2. Commit to ensuring that every student, graduate and undergraduate, is career-ready by the time they graduate. Programs and services must be able to demonstrate in concrete ways how they prepare students for professional lives after graduation.
 - a. Reclaim our statutory mission and prominence in the field of educator preparation.
 - b. Capitalize on the already strong reputation of some professional programs (e.g., teacher education, nursing, music) and use these as models for other programs, including those in the humanities.
 - c. Ensure that every student graduates with a significant co-curricular learning experience (e.g., internship, community-engaged learning, undergraduate research, study abroad, work-study, etc.) relevant to the student's field of study and career aspirations.
3. Use our institutional learning outcomes as a framework for developing and delivering programs and services. Each task force should be able to show how its recommendations and strategies align with and support some or all of the institutional learning outcomes.
4. Establish performance targets for key metrics associated with student success. Some metrics to consider are:
 - a. Retention and persistence (overall and among subgroups);
 - b. 4- and 6-year completion rates for undergraduates;
 - c. Social mobility index;
 - d. Post-degree placement.

5. Commit to transparency in reporting progress and outcomes related to the implementation of committee recommendations. A clear strategy for collecting, analyzing, reporting and using performance data should be embedded in the plans that emerge from the task force recommendations.
6. Decisions will be made based on the needs of the institution, not those of individuals, disciplines, colleges, etc.

II. EXPECTATIONS FOR ALL TASK FORCES

1. Produce concrete action steps the university could begin to implement, both immediately and longer-term.
2. Recommend qualitative and quantitative performance metrics to evaluate the progress and success of the recommended strategies.
3. Specify how the performance data will be collected, by whom, and when. Consult with people or units responsible for data collection before submitting the recommendations.
4. Provide clear and realistic analysis of resources saved or required to implement and sustain the recommendations. Resources = human, financial, technology, facilities. In this time of fiscal constraint, seeking resource savings through efficiency and effectiveness are critically important.
5. Consider strategies for improving existing programs and services when that is feasible; consider expansion of resources for programs with a track record of success.
6. Identify services or programs to be phased out.

III. STRUCTURE AND SUPPORT

1. The three task forces are Student Affairs (Katrina Rodriguez, Chair); Student Success (Stephanie Torrez, Chair); and Academic Portfolio (Theo Kalikow, Chair). Each has a specific charge.

2. Each task force should consist of a core group of members responsible for leading various aspects of their respective charges. Additional members should be recruited from across campus to work on specific aspects of each committee's charge.
3. The three task forces will all be supported by (1) a group charged with coordinating data requests and providing key data to all task forces; (2) a communication team charged with internal/external messaging; creating strategies for soliciting feedback; sharing information; planning an event at the end of the semester for rolling out the task force recommendations. (Kim Black will coordinate this support team.)
4. The task force committee chairs will meet regularly to ensure consistency across the plans and reduce unnecessary duplication.
5. The task forces will make interim reports to the President's Leadership Council (e.g., mid-September, mid-October, mid-November). Final reports will be due December 1.
6. At the end of the semester, there will be a public roll-out of task force recommendations to gather feedback and further suggestions.
7. The President's Leadership Council will review the reports and make recommendations to the President, who will choose processes and items to implement.