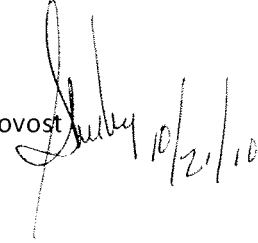


October 21, 2010

To: Deans and Ideas to Action (i2a) Task Group
From: Shirley Willihnganz, Executive Vice President and University Provost
Re: CHARGE TO i2a TASK GROUP



Through your work in collaboration with your faculty colleagues and the project executive director and staff, the university has completed its third implementation year for our quality enhancement plan (QEP) Ideas to Action (i2a). Since the SACS-COC reaccreditation visit in April 2007, we have put into place an infrastructure, including i2a staff and related programs, in order to fulfill our goals for 2017, the year of the next SACS reaccreditation visit. An interim report is to be submitted in March 2013.

As part of the plan outlined in my May 2007 memorandum to the deans, this memorandum refines your charge as part of the i2a initiative and describes the responsibilities of others on campus who will continue to work collaboratively on i2a implementation and evaluation.

Deans and Academic Units

As provided by the REDBOOK and established practice, changes to the curriculum, degree programs and unit policies for the implementation of the i2a plan are the responsibility of the unit faculties. Unit progress on the implementation of Ideas to Action shall be an element in the provost's evaluation of deans of units with undergraduate programs. Appropriate participation in and contributions to inter-unit collaborations for the success of the plan shall be an element in the provost's evaluation of all deans. Deans with undergraduate programs will assign i2a Facilitators to serve as liaisons from their unit to the i2a Task Group in order to guide development of i2a implementation.

The i2a Task Group

The executive director of i2a will regularly convene a broadly-based task group in order to guide policies, procedures and structures for i2a implementation in the undergraduate academic units and with campus partners. The Task Group members will advise i2a staff on the priorities and strategic direction of the initiative and serve as advocates for i2a programs and goals in their respective units, aiming to boost i2a awareness and involvement among their unit colleagues. The i2a Facilitators, appointed by each undergraduate unit head, will serve on the i2a Task Group as voting members and serve on i2a subcommittees. The Facilitators will strategically plan and carry out the implementation and assessment of i2a projects and priorities with their respective dean and with unit personnel.

The i2a Task Group will include these voting members:

- Vice Provost for Undergraduate Affairs
- Chair of the University's General Education Curriculum Committee
- Vice President for Student Affairs (or designee)
- Deans and unit facilitators of each undergraduate unit:
 - Arts and Sciences
 - Business
 - Dentistry
 - Education and Human Development
 - Kent School of Social Work
 - Music
 - Nursing
 - Public Health
 - Speed School of Engineering
- Associate Provost and Executive Director, Delphi Center for Teaching and Learning
- Faculty Senate (2 representatives)
- Student Government Association (2 representatives)
- Vice President for Community Engagement (or designee)

The i2a Task Group members may also advise the i2a staff on the recruitment of non-voting members, including additional representatives from the university's academic or administrative units or from community partners and other external agencies, sufficient to complete its responsibilities and staff its subcommittees and other dependent bodies. Subcommittees may be populated by university representatives who are not members of the Task Group at the discretion of the i2a executive director. Voting and non-voting members will be expected to serve on the i2a Task Group for at least a three-year term; the rotation of members will be staggered at the end of each fiscal year. The i2a executive director and the specialists (unless designated as voting representatives by their academic unit) shall be non-voting members exofficio.

The i2a Staff Team

The executive director of i2a is charged with the overall implementation and administration of the i2a initiative. The i2a executive director leads the i2a staff team and ensures that the work of the program meets SACS-COC requirements.

The i2a staff team will consult regularly with members of the Task Group on priorities and the strategic direction of the initiative, subject to the approval of the provost. These staff members will collaborate with the Task Group and unit personnel to provide structure, resources and support in the creation and implementation of a coherent university-wide i2a initiative. Staff will also meet regularly with undergraduate deans and the Council of Academic Officers as necessary, to provide updates and share strategic plans for i2a implementation and assessment.

Annual Reporting

The i2a staff will collaborate with the Task Group to make public an annual public report. The Task Group will annually evaluate its own performance and continue to gather formative feedback on the progress of the initiative. Other review and assessment processes of i2a may be instituted as necessary.

Thank you for your support of the university and its students through your service on the Ideas to Action (i2a) Task Group.

cc: James Ramsey
Patty Payette
Cathy Bays
Edna Ross