University of Alaska Academic Council Charter

I. Membership and Chair

- Vice President for Academic and Student Affairs (VPASA), University of Alaska (UA) Statewide (Chair)
- Provost, University of Alaska Anchorage (UAA)
- Provost, University of Alaska Fairbanks (UAF)
- Provost, University of Alaska Southeast (UAS)
- Chair, Community Campus Directors Council
- Vice Chancellor for Research, UAF
- Associate Vice President, Workforce Programs, UA Statewide
- Associate Vice President, Student and Enrollment Strategy, UA Statewide
- Dean, College of Health, UAA
- Current Chair, Faculty Alliance (FA)
- Chair-Elect, FA
- Upcoming Chair-Elect, FA

II. Charter

- Mission – To foster University of Alaska’s delivery of high-quality, cost-effective academic programs that are readily accessible to students in Alaska and beyond, through appropriate policies and academic administrative procedures, collaboration, and review of academic program actions including new program approval, program reduction, and program discontinuation.

- Scope – Degree, undergraduate certificate programs requiring 30 or more credits, and graduate and post-baccalaureate certificate programs that are delivered by UAA, UAF, and UAS, either singly or in collaboration.

- According to University Regulation R10.02.020 Scope and Responsibility of the Academic Administration, the Academic Council serves to assist the VPASA in performing responsibilities listed in UA Board of Regents Policy P02.02.017 and P10.02.02.

- Goals
  - Work with Statewide and university governance, along with the Provosts, to implement new Board of Regents’ policies and regulations in addition to proposing changes to existing policies and regulations. Examples include General Education Requirements and placement for entering students.
Through the president, advise the Board of Regents on policy changes and other actions to improve academic program quality, increase student access, increase university revenue, or reduce costs.

Monitor Alaska’s workforce needs and coordinate University program collaboration, development, or expansion to meet those needs.

Develop and implement joint strategies, complementary to University strategies, to meet established enrollment goals.

Respond to assignments of the UA Board of Regents and the UA President.

Encourage and support inter-university collaboration and innovation.

- Authority and decision process
  - The AC makes recommendations via:
    - Unanimous agreement of the VPASA and AC.
    - Lack of agreement of the AC and/or the VPASA. In this case, the source(s) and nature of the dissenting views are discussed by the AC and provided with the recommendation.
    - Non-support of the action item. In this case, the source(s) and nature of the dissenting views are discussed by the AC and provided with the recommendation.
  - Implementation
    - For decisions that do not require Board or president approval, implementation requires agreement of all AC members. Decisions that do not have agreement of all members will be elevated to the VPASA for resolution.
    - If the action involves only academic affairs, the provosts will work with Faculty Governance and community campus administration, as required, to implement the decision.
    - If the action involves other functional areas, such as student services or administrative services, the proposed action will be reported to the Summit Team and introduced at other councils, as appropriate.
    - For all other actions, The AC makes their recommendation to the president or Board of Regents, depending on the level of decision, through the VPASA.

- Reporting – The VPASA reports to the UA President as the AC chair.

- Plan for interaction with other councils
The VPASA is a member of the Research Council. This will support communication and coordination in areas of mutual interest, including graduate programs and engagement of undergraduate students in research.

The three provosts, the UAF VCR, and the VPASA are members of the new Summit Team, and will regularly meet with members of other councils and will report major AC activities to them.

The VPASA is a member of the IT Council. Per regulation R10.02.030 Systemwide Instructional Technology, changes to systemwide instructional technology must be approved by the AC. The AC will work with the IT Council on reevaluating existing technology, exploring other options, and making recommendations about changes.

- Sub-Council(s) – with the approval of the president, the AC may create sub-councils for specific system-wide coordination and policy/regulation development. These sub-councils will develop their own charters with across-system membership and work with other councils as appropriate. The sub-council(s) will report to the AC. Current sub-councils are:
  - E-Learning
  - Teacher Education

- Communication plan – Report to Summit Team via the council chair according to the established schedule. Report to the Board of Regents annually via the council chair on goals achieved and progress on remaining goals.

- Meeting Schedule – Monthly
### Academic Council Score Card - Updated 3/21/18

**Mission** – To foster University of Alaska delivery of high-quality, cost-effective academic programs that are readily accessible to students in Alaska and beyond, through appropriate policies and academic administrative procedures, collaboration, and review of academic program actions including new program approval, program reduction, and program discontinuation.

<table>
<thead>
<tr>
<th>Initiative</th>
<th>Goal</th>
<th>Projects/Actions</th>
<th>Owner</th>
<th>Status Update</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Strategic Pathways</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>UAA MPP/MPA Program</td>
<td>Create a new MPP/MPA Program at UAA</td>
<td>Involve key faculty and leadership</td>
<td>Provosts</td>
<td>Done</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Ensure proper review channels for program proposal</td>
<td>Provosts</td>
<td>In progress</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Discuss resource needs with UAA leadership</td>
<td>Provosts</td>
<td>In progress</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Propose a UAA MPP/MPA Program addition to the BOR</td>
<td>D. Hrncir</td>
<td>UAA Faculty are developing program curriculum for review</td>
</tr>
<tr>
<td>e-Learning outsourcing selected programs to private partner</td>
<td>Increase system-wide collaboration and explore outsourcing options</td>
<td>Explore e-Learning programs for outsourcing</td>
<td>e-Learn subgroup</td>
<td>Discuss Apr. 12 mtg</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Report to AC w/ action plan</td>
<td>e-Learn subgroup</td>
<td>Discuss Apr. 12 mtg</td>
</tr>
<tr>
<td><strong>BOR Policy and Regulations</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Concurrent Enrollment Fees and Payment Responsibility</td>
<td>Create clear understanding of fee variance and payment responsible party</td>
<td>Following approval of proposed changes to BOR policy &amp; regulation, determine next steps</td>
<td>P. Layer</td>
<td>TBD following reg. change approval</td>
</tr>
<tr>
<td>Concurrent Enrollment Fees/ Protection of Minors in UA courses</td>
<td>To facilitate K-12 students to receive credit at K-12 and postsecondary levels</td>
<td>Submit BOR Policy name change (concurrent to dual)</td>
<td>P. Layer</td>
<td>BOR approved at Mar Mtg</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Submit proposed regulation for President approval</td>
<td>P. Layer</td>
<td>After Mar BOR Mtg</td>
</tr>
<tr>
<td><strong>Program Discontinuations/Additions</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Proposed addition of the Bachelor of Sport and Recreation Business at UAF</td>
<td>To add the program at UAF</td>
<td>Propose addition to the BOR</td>
<td>S. Henrichs</td>
<td>At June BOR Mtg</td>
</tr>
<tr>
<td>Proposed addition of the Bachelor of Applied Management at UAF</td>
<td>To add the program at UAF</td>
<td>Propose addition to the BOR</td>
<td>S. Henrichs</td>
<td>At June BOR Mtg</td>
</tr>
<tr>
<td>Proposed discontinuation GC Advanced Human Service Systems</td>
<td>To discontinue program at UAA</td>
<td>Propose discontinuation to the BOR</td>
<td>D. Hrncir</td>
<td>At June BOR Mtg</td>
</tr>
<tr>
<td>Proposed discontinuation GC Career and Technical Education</td>
<td>To discontinue program at UAA</td>
<td>Propose discontinuation to the BOR</td>
<td>D. Hrncir</td>
<td>At June BOR Mtg</td>
</tr>
<tr>
<td>Proposed discontinuation MS Career and Technical Education</td>
<td>To discontinue program at UAA</td>
<td>Propose discontinuation to the BOR</td>
<td>D. Hrncir</td>
<td>At June BOR Mtg</td>
</tr>
<tr>
<td><strong>Notification of Suspension of Program Admissions</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>UAA Associate of Applied Science in Industrial Technology</td>
<td>Suspension of program admissions leading to full discontinuation of admissions</td>
<td>Send notice of non-objection to ASA committee</td>
<td>P. Layer</td>
<td>Sent 2/23/18</td>
</tr>
</tbody>
</table>
### Academic Council Score Card - Updated 3/21/18

Mission – To foster University of Alaska delivery of high-quality, cost-effective academic programs that are readily accessible to students in Alaska and beyond, through appropriate policies and academic administrative procedures, collaboration, and review of academic program actions including new program approval, program reduction, and program discontinuation.

<table>
<thead>
<tr>
<th>Initiative</th>
<th>Goal</th>
<th>Projects/Actions</th>
<th>Owner</th>
<th>Status Update</th>
</tr>
</thead>
<tbody>
<tr>
<td>UAA Master of Arts in Anthropology</td>
<td>Temporary suspension of program admissions</td>
<td>Send notice of non-objection to ASA committee</td>
<td>P. Layer</td>
<td>Sent 2/27/18</td>
</tr>
</tbody>
</table>

**Other Issues**

<table>
<thead>
<tr>
<th>Initiative</th>
<th>Goal</th>
<th>Projects/Actions</th>
<th>Owner</th>
<th>Status Update</th>
</tr>
</thead>
<tbody>
<tr>
<td>Synchronous class delivery</td>
<td>Address synchronous class delivery times</td>
<td>Determine class duration (50 vs 60 min.)</td>
<td>Faculty Alliance</td>
<td>In progress</td>
</tr>
<tr>
<td>Distribution of student tuition &amp; fees across system</td>
<td>Charge students tuition &amp; access fees relative to physical campus location</td>
<td>Review/address students paying on-campus fees where in-person courses are taught</td>
<td>S. Oba</td>
<td>In progress</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Review/address students paying tech. fee for distance courses and forgoing on-campus support services fees</td>
<td>S. Oba</td>
<td>In progress</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Review/address student tuition dollars going to campus that pays course instructor</td>
<td>S. Oba</td>
<td>In progress</td>
</tr>
<tr>
<td>Faculty Initiative Fund (UNAC Contract)</td>
<td>Encourage faculty development &amp; collaboration</td>
<td>AC will review RFP</td>
<td>P. Layer</td>
<td>Complete</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Faculty will submit proposals to AC for review</td>
<td>Faculty/AC</td>
<td>Due April 27</td>
</tr>
</tbody>
</table>

### Completed Initiatives

<table>
<thead>
<tr>
<th>Initiative</th>
<th>Goal</th>
<th>Projects/Actions</th>
<th>Status Update</th>
</tr>
</thead>
<tbody>
<tr>
<td>Proposed changes to P10.02.040 Academic Unit Est., Major Revisions, and Elimination</td>
<td>Regular review of UA unit structures</td>
<td>BOR Approved at March 2018 meeting</td>
<td></td>
</tr>
<tr>
<td>Proposed changes to P10.02.040 Academic Unit Est., Major Revisions, and Elimination</td>
<td>Implementation of School of Ed. Restructure</td>
<td>BOR Approved at March 2018 meeting</td>
<td></td>
</tr>
<tr>
<td>Discontinuation of the Undergraduate Certificate in Paralegal Studies at UAA</td>
<td>To discontinue the program at UAA</td>
<td>BOR Approved at March 2018 meeting</td>
<td></td>
</tr>
<tr>
<td>Discontinuation of the Undergraduate Certificate in Small Business Management at UAA</td>
<td>To discontinue the program at UAA</td>
<td>BOR Approved at March 2018 meeting</td>
<td></td>
</tr>
<tr>
<td>UAA Associate of Applied Science in Professional Piloting</td>
<td>Temporary suspension of program admissions</td>
<td>No objections received by ASA committee; program admissions suspended</td>
<td></td>
</tr>
<tr>
<td>UAA Associate of Applied Science in Dental Hygiene</td>
<td>Temporary suspension of program admissions</td>
<td>No objections received by ASA committee; program admissions suspended</td>
<td></td>
</tr>
<tr>
<td>Course alignment</td>
<td>Align courses for UAF and UAA</td>
<td>Completed by Engineering departments at UAF and UAA</td>
<td></td>
</tr>
</tbody>
</table>
The Business Council continues to approach its efforts with the aim of contributing to Institutional Goal #5: Operate more cost effectively.

**Strategic Pathways – Procurement**

John Hebard, Chief Procurement Officer, is leading the implementation effort. A service level agreement between UAF and Statewide for the procurement function has been completed. Goals and initiatives to achieve savings via bulk purchases, process improvement/automation and policy and procedure standardization have been identified. UAF is taking the leadership in these areas, while also providing procurement duties for UAS and Statewide. More information is provided in the attached report from John Hebard. Implementation and effort to achieve these goals will be on-going in FY18 and FY19.

**Strategic Pathways – Grants & Contracts Administration**

Rosemary Madnick, UAF Executive Director of Grants and Contracts, is leading the planning and implementation effort. To date, an inventory assessment tool identifying the various roles and responsibilities in the grants and contracts area has been completed by the universities. The tool is helping organize the various roles of Grants and Contracts (G&C), with G&C leadership at UAF. In addition, the tool will help analyze those functions most viable for improvement, streamlining and/or automation across the UA System. That analysis is underway with the intra-UA team meeting weekly, and the goal is to have a prioritization improvement plan by the end of April 2018. The implementation was also discussed at the March Research Council meeting.

**Process Improvement and Automation**

The President and Regents authorized $1.1m in FY18 for process improvement and automation. The CFO sent an internal RFP to the functional areas of Student, HR, Finance, IT and Institutional Research to solicit automation project proposals. A number of proposals were received, and the Business Council deliberated on all proposals. The Business Council has approved 12 projects in Student, HR, Finance and Administration, and Institutional Research areas and requested additional information on others. In total, $828,000 has been allocated. At this time, the remaining $272,000 is reserved for the Student gateway project.

A summary of the approved projects to date:

- HR – Open Enrollment Automation
- HR – OnBase Integration (vendor forms)
- HR – Online I-9 and Employee Paperwork
HR – Family Medical Leave (FML) Process Improvement
HR – Retirement files to SPARK format
Admin – Consulting support for Travel Project implementation
Admin – UA Procurement Records to OnBase
Admin – OnBase Integration for e-workflows
Finance – Replace and update property scanners and system
IR – Business Intelligence
Student – Transfer Evaluation System
Student – Enrollment Rx: Higher Education Data Architecture

It is important to note that within the broad scope of the Finance and Administration, there are several very large automation or compliance projects underway that do not explicitly flow from Strategic Pathways or the $1.1 million Automation pool. These projects that arise in the normal course of operations include: travel booking tool and expense management, conversion to Banner 9, accounts receivable conversion for IRS Form 1098-T, and JV workflow. They will consume a significant amount of staff time over the next one to two years.

Travel Project

The travel project is underway. In summary, the travel project involves implementing a new expense reporting tool, a booking tool, and leveraging travel discounts. The aim is to improve the travel process for travelers and users, gain efficiencies, save money and better manage the travel process.

Huron Consultants are providing project management services and have been on site for the last month, working with various university implementation teams. The first stage of the project includes rewriting travel regulations and identifying the “desired state”. Currently, the implementation team is working through the test site. Good progress is being made.

Facilities Council

The Facilities Council is a sub-council of the Business Council. The Facilities Council has developed a scorecard, and it is submitted herewith separately from the Business Council.
## Business Council Scorecard

*As of April 5, 2018*

All initiatives and objectives tie primarily to Institutional Goal #5: **Operate more cost effectively**

### Procurement

<table>
<thead>
<tr>
<th>Objectives</th>
<th>Measures</th>
<th>Targets</th>
<th>Initiatives</th>
<th>Results to date</th>
<th>Timeline</th>
</tr>
</thead>
<tbody>
<tr>
<td>Save money</td>
<td>Amount of savings</td>
<td>TBD</td>
<td>UAF/CPO leads</td>
<td>Strategic sourcing solicitations underway</td>
<td>FY18 and FY19</td>
</tr>
<tr>
<td>Process improvement</td>
<td>Completion time</td>
<td>TBD</td>
<td>Bulk purchases</td>
<td>Automation project initiated.</td>
<td></td>
</tr>
<tr>
<td>Organizational optimization</td>
<td>Activity per FTE</td>
<td>TBD</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Grants & Contracts Administration

<table>
<thead>
<tr>
<th>Objectives</th>
<th>Measures</th>
<th>Targets</th>
<th>Initiatives</th>
<th>Results to date</th>
<th>Timeline</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lean processes</td>
<td>Completion time</td>
<td>TBD</td>
<td>UAF/OGCA leads</td>
<td>Inventory assessment</td>
<td>FY18 and FY19</td>
</tr>
<tr>
<td>Automation</td>
<td>ROI</td>
<td>TBD</td>
<td>Process identification</td>
<td>Complete. Identifying priorities now. Weekly</td>
<td></td>
</tr>
<tr>
<td>Customer service relations</td>
<td>Satisfaction survey</td>
<td>TBD</td>
<td>and mapping.</td>
<td>intra-UA meetings.</td>
<td></td>
</tr>
<tr>
<td>Organizational alignment</td>
<td>Activity per FTE</td>
<td>TBD</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Process Automations (various functions)

<table>
<thead>
<tr>
<th>Objectives</th>
<th>Measures</th>
<th>Targets</th>
<th>Initiatives</th>
<th>Results to date</th>
<th>Timeline</th>
</tr>
</thead>
<tbody>
<tr>
<td>Save money</td>
<td>ROI</td>
<td>TBD</td>
<td>Funding pool identified</td>
<td>Various projects awarded funding. Remaining aimed for</td>
<td>Ongoing, FY18 and FY19</td>
</tr>
<tr>
<td>Efficient Processes</td>
<td>Completion time</td>
<td>TBD</td>
<td></td>
<td>student-related.</td>
<td></td>
</tr>
<tr>
<td>Better user experience</td>
<td>Satisfaction survey</td>
<td>TBD</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Travel

<table>
<thead>
<tr>
<th>Objectives</th>
<th>Measures</th>
<th>Targets</th>
<th>Initiatives</th>
<th>Results to date</th>
<th>Timeline</th>
</tr>
</thead>
<tbody>
<tr>
<td>Better user experience</td>
<td>Satisfaction survey</td>
<td>TBD</td>
<td>New booking tool</td>
<td>Project has commenced</td>
<td>Go live July - Fall 2018</td>
</tr>
<tr>
<td>Save money</td>
<td>Amount of savings</td>
<td>TBD</td>
<td>&amp; expense reporting tool</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Efficient processes</td>
<td>Reimbursement time</td>
<td>TBD</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Note: The Facilities Council, a sub-council of the Business Council, has a separate scorecard.
## Facilities Council Scorecard
As of November 7, 2017

<table>
<thead>
<tr>
<th>Objectives</th>
<th>Measures</th>
<th>Targets</th>
<th>Initiatives</th>
<th>Results to date</th>
<th>Timeline</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Work Management Efficiency</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Save money</td>
<td>Customer Service Satisfaction Surveys</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Process improvement</td>
<td>Time to Complete WOs</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Organizational optimization</td>
<td># of WOs/year</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>WOs by type</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Operating Cost Reduction</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Save money</td>
<td>Annual Utilities Consumption $/GSF BTU/GSF</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Efficient Processes</td>
<td>M&amp;R Current vs. $60M Goal</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Better user experience</td>
<td>Peer comparison of resources ($ and FTE / GSF)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Annual Preventive and Reactive Maint.; and Renewal and Repurposing $/GSF</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Deferred Maint. Backlog Reduction</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Better user experience</td>
<td>Cost Impact on backlog</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Save money</td>
<td>Expenditure</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Change in NAV over time</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Off-campus Lease Reductions</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Reduce operating budget cost</td>
<td>Change in # of leases</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Increase utilization of existing facilities</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Increase collaboration</td>
<td>Change in Annual off-campus lease costs</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Increase student access</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Space Utilization</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Increase usage of owned space</td>
<td>Classroom Utilization (Student FTE/GSF)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Reduce need for new facilities</td>
<td>Student/GSF of non-research Space</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Reduce operating budget cost</td>
<td>Students/GSF of Research Space</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Increase space available for programs</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Date: January 25, 2018

To: Business Council

From: John Hebard, CPO

RE: Procurement Related PIA Project and Strategic Pathways Procurement Update

**OnBase Integration for System-Wide Procurement Record Keeping**
Creation of a single, electronic, repository for UA Purchases Order files, ultimately to be linked to PO records in Banner and contract files also to be located in OnBase.

**Milestones**
- OnBase is preparing a proposal which I expect to see next week.

**Budget**
- Awarded $55,000
- Expended to date: $0

**Evaluation of High Volume Commodity Purchases** *(Strategic Pathways Procurement Goal)*
Identify opportunities for procurement savings in areas including auto, plumbing, and electrical supplies; office supplies; scientific equipment and supplies; airfare.

**Actions to Date**
- IDIQ contracts for computer hardware have been awarded
- Procurement Officers have begun analysis of current purchasing practices, comparing existing contracts and identifying areas where market share can be moved to less costly options
- Alaska Airlines has granted UA access SoA discounts and data (once Concur is up)
**Next Steps**
- Once analysis is complete either steps will be taken to push market share towards best existing contracts or solicitations will be issued to establish new contracts.
- A request for information to develop the scope of work for the video conferencing refresh process will be issued by February 1

**Continue Process Improvement Efforts** *(Strategic Pathways Procurement Goal)*

**Actions to Date**
- OnBase Integration (see above)

**Next Steps**
- Contract with Hyland for procurement record keeping system
- Expansion of Procurement Technician program
- Cost/benefit analysis of e-procurement

**Administrative Goals** *(as identified for Strategic Pathways)*
- Review and update of UA Procurement manual (underway)
- Review and standardization of procurement forms across the system
  - Incorporation of Title IX provisions into contracts is complete
  - Incorporation of Protection of Minors provisions into contracts, especially construction and facilities is complete
- Continue to work with State of Alaska procurement to identify opportunities to take advantage of economies of scale on purchases of common items.
- Continue to consolidate the solicitation process by issuing multi-campus solicitations such as:
  - IDIQ for computer hardware
  - Video conferencing refresh
  - Copy system management
  - Travel expense management
  - Other IDIQ opportunities.
University of Alaska Community Campus Directors Council (CCDC)
Represented by leaders of campuses and colleges at the University of Alaska Anchorage (UAA), University of Alaska Fairbanks (UAF), University of Alaska Southeast (UAS), and University of Alaska Workforce Programs.

UAF Community & Technical College
UAF Kuskokwim Campus
UAF Northwest Campus
UAF Bristol Bay Campus

UAF Kuskokwim Campus
UAF Interior Alaska Campus
UAF Chukchi Campus

UAS Career Education
UAS Ketchikan Campus
UAS Sitka Campus

UAA Matanuska Susitna College
UAA Prince William Sound College
UAA Kodiak College

UAA KPC Kenai River Campus
UAA KPC Kachemak Bay Campus
University of Alaska Workforce Programs

UAA Chugiak-Eagle River Campus

March 27, 2018 Council Update

Work Done March 1-26
- CCDC met by phone March 14, but due to Spring Break attendance was low.
- The Partnership Reports have been compiled by 15 of the 17 members of CCDC and the attached Excel sheet is tabbed so individual campus reports can be viewed. Next month, the report for UAF CTC and the Sitka Campus will be included.
- At CCDC’s April 11 meeting, part of the agenda will be discussing a partnership gap analysis and how these partnerships can be leveraged within and across regions.
- Priscilla (CCDC rep to Academic Council rep) and Gary had their monthly call on March 27 to discuss the Academic Council meeting.

Future CCDC Meetings Through April
- April 11 audioconference
- May 9 audioconference
<table>
<thead>
<tr>
<th>Action Item</th>
<th>Task Steps</th>
<th>Status</th>
<th>Target Completion</th>
<th>Comments-Blue Text Most Recent</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>1. Increase integration with main campuses</strong>&lt;br&gt;<strong>UA 2025 Goals &amp; Measures</strong>&lt;br&gt;1. Contribute to Alaska’s economic development.&lt;br&gt;2. Provide Alaska’s skilled workforce.&lt;br&gt;4. Increase degree attainment.&lt;br&gt;5. Operate more cost effectively.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Integrated Website Accessibility</td>
<td>1) IT designed&lt;br&gt;2) Legal review&lt;br&gt;3) Monitor plan</td>
<td>Complete</td>
<td></td>
<td>Assumed by IT Council.</td>
</tr>
<tr>
<td>Integrated Minors on campus policy</td>
<td>1) Statewide dual enrollment template&lt;br&gt;2) Legal review</td>
<td>Complete</td>
<td></td>
<td>Assumed by Academic Council and Student Services Council.</td>
</tr>
<tr>
<td>AAS Degree program mobility-Offer comm campus AAS degrees at other campuses that don’t offer them.</td>
<td>1) Identify AAS Degrees&lt;br&gt;2) Senate curriculum approval</td>
<td>Fall 2018</td>
<td></td>
<td>Objective moved to Goal 2.</td>
</tr>
<tr>
<td>Promote opportunities for UA leadership from SW and main campuses to visit community campuses.</td>
<td>1) Campus directors provide opportunities for SW and main campus leadership to experience community events.&lt;br&gt;2) SW and main campus leadership notify campus director when traveling within their region.</td>
<td>Ongoing/complete.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
## 2. Increase collaboration across community campuses

### UA 2025 Goals & Measures
1. Contribute to Alaska’s economic development.
2. Provide Alaska’s skilled workforce.
4. Increase degree attainment.
5. Operate more cost effectively.

<table>
<thead>
<tr>
<th>Activity</th>
<th>Phase</th>
<th>Status</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>CTE course/faculty sharing across campuses</td>
<td>Fall 2018 &amp; ongoing</td>
<td>Complete</td>
<td>Create and share OEC, Certificate, and AAS degrees available across the university system. Facilitate the development of articulation agreements between the three Institutions (in compliance with NWCCU) and, if needed, initiate substantive change petitions, to deliver programs across university boundaries.</td>
</tr>
<tr>
<td>Offer comm campus OEC, Certificate &amp; AAS degrees at comm campuses that don’t offer them</td>
<td>Fall 2018 &amp; ongoing</td>
<td>Complete</td>
<td>Ongoing discussions. Similar in scope to “CTE course/faculty sharing across campuses” above.</td>
</tr>
<tr>
<td>Expand course selection outside MAUs to integrate or transfer into existing programs</td>
<td>Fall 2018</td>
<td>Complete</td>
<td>Merged with “CTE course/faculty sharing objective above.”</td>
</tr>
<tr>
<td>Explore if certain AAS degrees can be offered solely on comm campuses &amp; not on main campuses.</td>
<td>Spring 2019</td>
<td>Complete</td>
<td>Tabled at this time. Needs further discussion. Discussion with Academic Council required.</td>
</tr>
<tr>
<td>Reduced tuition for CTE program/course offerings</td>
<td>Complete</td>
<td>Complete</td>
<td>25% reduction for OECs approved; effective Fall 18.</td>
</tr>
</tbody>
</table>
3. **Develop system for community campuses to work with university departments in coordinating eLearning course offerings in a way that is fair to both the community campuses and university departments.** Improved coordination will reduce detrimental duplication of eLearning courses, promote greater integration of community campuses and the universities, and foster better collaboration in a very meaningful way. *(Revised goal approved by President Johnsen on Feb. 20.)*

**UA 2025 Goals & Measures**
1. Contribute to Alaska’s economic development.
2. Provide Alaska’s skilled workforce.
4. Increase degree attainment.
5. Operate more cost effectively.

| Expand UAOnline platform; create search engine of all locations/availability of all UA degree/certificate programs by campus. Include if high-demand career and field. | 1) Campus web sites have prominent link to UAOnline program search feature.  
2) Inventory of locations/info for each campus program; put on UAOnline.  
3) UAOnline via Distance Ed Gateway shows all UA degrees that can be completed 100% distance; takes 4 clicks to get there; less clicks.  
4) Consider adding blended programs that are 50% distance. | Timeline and tasks completion TBD by SW OIT & IT Council. CCDC work completed. | Links to non-credit and continuing education offerings have been added to UAOnline. Karl Kowalski identified potential template to be added to UAOnline addressing #2.  
IT Council and SW OIT assumed these four tasks in Fall 2018.  
**CCDC work on this completed.** |
| --- | --- | --- | --- |
| Develop system for community campuses to work with university departments to coordinate eLearning course offerings in a way that is fair to both community campuses & university departments. | 1) Coordinate online course and program offerings based on campus mission & community needs;  
2) Coordinate course schedules & sequencing for consistency & promote completion; | Spring 2019 | CCDC to begin work with UAA colleges and departments on April 25 to have dialog and consider eLearning course scheduling sequence plan. UAS 6-year schedule and UAF CRCD regional course schedule models will be reviewed. It is expected this will take several months. Then determine if one process can be developed to serve UA System. |
<p>| Requirement for “in-residence” credits before graduating programs. | 1) Examine residency standards at each University. Determine differences &amp; how to meet NWCCU requirements. | Fall 2018/Spring 2019 | Further discussion and research required. |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>2) Determine how campuses can align residency requirements to improve graduation rates.</td>
<td>Complete</td>
<td>Task assigned at Aug. 17 Summit Team meeting. Workforce Subcommittee of CCDC was created with Fred Villa as chair. The EMSI products, “Career Coach” and “Analyst” were procured and rolled out in early November.</td>
</tr>
</tbody>
</table>

Pull and share workforce market data with universities and comm campuses.
| Possible conversion to tribal colleges | | Unrealistic option based on research of creating tribal colleges. |
| Create inventory of current partnerships with all groups. | 1) Define partnerships  
2) Identify types (e.g. student support; grants, etc.) | Fall 2018 | CRCD Partnership Report has been created. A partnership gap analysis and how these partnerships can be leveraged within and across regions will be the next step. |
| Explore potential partnerships with tribal and other community organizations, including regional training centers. | 1) Identify models for partnerships engagement and training, apprenticeship programs.  
2) Coordinate opportunities with CCDC to meet partner goals e.g. as economic and workforce development, community wellness, teacher education.  
3) Cross-walk programs with Ilisagvik, Rural Training Centers, AVTEC, Alaska Christian College and others identified by ACPE list.  
4) Research new models (e.g. tribal colleges outside AK; economic development; community wellness) | Fall 2018 | This objective will be addressed once the inventory and gap analysis are completed. |
| Expand availability of Alaska Native/indigenous courses. | 1) CCDC to create inventory of current Alaska Native courses across system and blend into inventory of tribal and other partnerships (mentioned above) in order to expand range and campus offerings.  
2) Develop relationship with AK Native language Preservation and Advisory council. | Fall 2018 | |
|   | 3) Explore cultural camp for education teachers and administrators professional development. |   |   |
University of Alaska Community Campus Directors Council (CCDC)

Represented by leaders of campuses and colleges at the University of Alaska Anchorage (UAA), University of Alaska Fairbanks (UAF), University of Alaska Southeast (UAS), and University of Alaska Workforce Programs.

This constitutes the revised goals and objectives for the three Strategic Pathways Recommendations for the Community Campuses. Most recent revisions since February are in red text. There were originally four goals, but the objectives for Goal #1 (Increase integration with main campuses) were completed and subcommittee members were assigned to the remaining three subcommittees. The bold blue text indicates which UA 2025 Goals & Measures are applicable to each of the CCDC’s three SP recommendations.

GOAL 2. Increase collaboration across community campuses.

UA 2025 Goals & Measures
1. Contribute to Alaska’s economic development.
2. Provide Alaska’s skilled workforce.
4. Increase degree attainment.
5. Operate more cost effectively.

1) Implement a course sharing plan and/or faculty sharing plan for CTE programs across the university system
   a. A master program list of CTE programs will be created to share with all university campuses.
      i. Community Campuses will create and share OEC, Certificate, and AAS degrees available across the university system.
   b. A cost recovery plan and revenue sharing agreement will be negotiated across university locations for classes offered in community campus regions that do not administer the course or program; based on program delivery options at each location. Options include:
      i. Implementing an 80/20 split for a campus offering its programs in another community campus region
      ii. Course fee or additional fees retained at offering campus to support course costs
iii. For more involved sharing agreements, negotiation between Campus Directors would be pursued on a case-by-case basis to determine administrative, direct, and indirect costs resulting in a fair revenue split.

c. Community Campuses will facilitate the development of articulation agreements between the three Institutions (in compliance with NWCCU) and, if needed, initiate substantive change petitions, to deliver programs across university boundaries.

d. Non-credit courses and programs would need to be negotiated separately to address registration, payment and tracking efforts.

2) Address how to offer some community campus AAS degrees at those community campuses that don’t offer these degrees
   a. Create inventory of OEC, Certificate and AAS degree degrees that could be offered at a different community campus location
      i. Those selected would need to be run through respective curriculum processes at main campuses

GOAL 3. Develop system for community campuses to work with university departments in coordinating eLearning course offerings in a way that is fair to both the community campuses and university departments. Improved coordination will reduce detrimental duplication of eLearning courses, promote greater integration of community campuses and the universities, and foster better collaboration in a very meaningful way. (Revised goal approved by President Johnsen on Feb. 20.)

UA 2025 Goals & Measures
1. Contribute to Alaska’s economic development.
2. Provide Alaska’s skilled workforce.
4. Increase degree attainment.
5. Operate more cost effectively.

1) CCDC recognizes the UAA Anchorage Campus and its community campuses face unique challenges with the coordination of eLearning courses among the UAA locations: Chugiak-Eagle River Campus, Kodiak College, MatSu College, Kenai Peninsula College and Prince William Sound College. With the guidance of the Academic Council (if needed), the CCDC subcommittee for this goal, and UAA Campus Directors can bring forth this eLearning coordination discussion at UAA. Assistance will be needed from the chancellor and provost in bringing the community campuses, UAA colleges and departments together for a meaningful dialog and to develop an action plan.
2) In efforts to move forward with eLearning coordination within UAA, the following is suggested:

   a. Examine the course coordination models used by the UAS Juneau campus and its community campuses in Ketchikan and Sitka. This schedule projects out six years and identifies which eLearning courses will be offered on which campus by semester. See [http://www.uas.alaska.edu/provost/6-yr-course-sequence.html](http://www.uas.alaska.edu/provost/6-yr-course-sequence.html)

   b. Examine the cross-regional course schedule model used by UAF’s College of Community and Rural Development. See [http://www.uaf.edu/rural/students/schedule/Spring-2018-Registration-Guide.pdf](http://www.uaf.edu/rural/students/schedule/Spring-2018-Registration-Guide.pdf)

The chair of CCDC’s Subcommittee 3 has contacted UAA’s chancellor and provost requesting that the subject of the coordinating eLearning for UAA and its community campuses be added to the Deans and Directors meeting agenda for April 25. During this meeting, the eLearning course scheduling models currently used by UAF and UAS would be discussed. This would be the first of several meetings with UAA deans and department chairs. Due the complexity of developing a scheduling model for UAA and its community campuses, this will likely take several months and several meetings.

3) Determine if one eLearning process could be built to serve across the UA System.

4) CCDC recognizes there is a difference among campuses and programs as to the number of credit hours that must be completed “in residence” before graduating from a program. Across UA, students enroll in courses offered from a variety of campuses across the system, which can create difficulties for students wanting to complete programs and graduate. In the past, the Northwest Commission on Colleges and Universities set forth a specific standard for determining residency. Today, reviewers consider residency requirements within the framework of the following Standards from NWCCU: 2A14, 2C1, 2C3, 2C7, and 2C8. CCDC plans the following and asks for the support of the Academic Council:

   a. Examine the residency standards across UAA, UAF, and UAS to determine the differences and how to align to meet NWCCU requirements.

   b. Determine how the campuses can align residency requirements to help improve graduation rates.
GOAL 4. Explore potential partnerships with tribal and other community organizations. Possibilities include stronger collaboration with regional vocational centers.

**UA 2025 Goals & Measures**
1. Contribute to Alaska’s economic development.
2. Provide Alaska’s skilled workforce.
4. Increase degree attainment.
5. Operate more cost effectively.

1) Create inventory of current partnerships with all Native and other organizations, businesses, etc.
   a. A partnership template has been created that all community campuses and CTCs will fill out resulting in one spreadsheet with tabs for each campus.
      i. Template identifies partner types (e.g. student support; grants, etc.) and includes definitions.

2) Once inventory is complete, it will be determined how these partnerships can be leveraged within and across regions each campus and also determine what other organizations to explore for potential partnerships. This link [https://www.nwds-ak.com/About/WelcomeToAnchorage/AlaskaNativeCorps.aspx](https://www.nwds-ak.com/About/WelcomeToAnchorage/AlaskaNativeCorps.aspx) that includes regional for-profit, non-profit, and federally recognized tribes will be a starting point, but the link does not include private companies and businesses owned by indigenous people and tribes.
   a. Next Steps:
      i. Identify models for partnership engagement and training.
      ii. Coordinate opportunities across CCDC to meet goals e.g. economic/workforce development, community wellness, teacher education.
      iii. Cross-walk programs with other postsecondary education and training providers.

3) Research new models (e.g. with tribal colleges outside Alaska; economic development; community wellness).

4) Expand availability of Alaska native/Indigenous courses.
   a. Create inventory of current Alaska Native courses across system. CCDC will blend this into the inventory of tribal and other partnerships in order to expand range and campus offerings.
   Next Steps:
      • Develop relationship with Alaska Native Language Preservation and Advisory Council.
Minutes from System-wide Development and Alumni Council
Tuesday, March 13 – 2:30-3:30 p.m.
Audio Conference

Phone Participants: Fred Barlow, Megan Riebe, Jessy Post, Bogdan Hoanca, Kate Ripley, Lynne Johnson, Megan Olson

Leader: Megan Riebe

Status of Actions:

Update on Doug G. and Megan R. meeting in February

Megan R. and Doug had a phone conversation to discuss the survey being worked on to send to Deans and Directors. Megan will be doing additional work on it. This will be presented to the council at the next meeting.

Fall 2018 Student Sharing Initiative

This project is on hold for the moment. A recommendation was made to involve Student Services. Emily D. and Kate R. are still the main volunteers for this initiative, but the council will be thinking of possible others to join this task force.

Update on Major Gifts Sub Council

The group is meeting on March 20th. We are working on the agenda and it is going out very soon. An update on this meeting will be provided at the next meeting.

Additional Updates

- At the request of President Johnsen, Robbie Graham is working with the McDowell Group in leading an effort to conduct a public opinion survey. This survey would focus on asking Alaskans about their economic wellbeing, quality of life and also include questions about education in Alaska.

- Colleen Kerr, the VP of Government Relations at Washington State University, was the keynote speaker at the Leadership Forum held by President Johnsen in January. Megan R. also met the President of the WSU Foundation, Lisa Calvert, at the AGB conference in January. The Foundation is currently working on trying to set up a site visit to learn more about how WSU’s development team is structured, and how they work with Alumni Relations and University and Government Relations. Megan R. will provide an update on possible dates if WSU agrees to this. UPDATE: WSU has agreed to welcome us, and we are working to confirm dates in July for this trip.

- Gary Hubbell will be in Anchorage from Tuesday, March 27th thru Thursday, March 29th. He will be here to meet with the Vanguard staff campaign planning team on Tuesday at 3:15 p.m. If anyone would like to arrange a meeting with him, please let Monica T. know.
Megan R. is working on bringing back Advancement Resources consulting firm to hold another training session on major gifts for development staff, as well as academic and administrative leadership.

Next Meeting:

Tuesday, April 10th at 2:30 p.m.
<table>
<thead>
<tr>
<th>Main Goal</th>
<th>Objective</th>
<th>Assigned to</th>
<th>Due Date</th>
<th>Tasks to Achieve</th>
<th>October Status</th>
<th>December Status</th>
<th>February Status</th>
<th>March Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Launch Data Enhancement Campaign</td>
<td>To encourage data sharing across UAA at all levels.</td>
<td>UA Foundation - Lead: Megan Riebe</td>
<td>Apr. 2018</td>
<td>Action 1: Appoint task force with system-wide representation to discuss data needs and vision for sharing across administrative units, i.e. admissions, Banner graduating student data, college and department.</td>
<td>Goal was not discussed due to lack of time. Wording for goal was changed from data improvement to data enhancement.</td>
<td>This goal will be on hold until Spring 2018 after the busy year-end giving season and after completion of a couple of large data-related projects.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>UA Philanthropy Campaign</td>
<td>Working with colleagues, develop vision, goals and priorities in the context of the overarching strategic UA priorities.</td>
<td>Chair and/or Executive Director Foundation, Chief Fundraiser from each campus.</td>
<td>Jan. 2018 Formal Report Summer of 2018</td>
<td>Action 1: Meet with Chancellor and Provost at each campus to identify and discuss near and long-term funding priorities for the campus. Discuss needs and how they fit into the larger UA priorities (re: strategic possibilities).</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Action 2: Develop talking points that articulate the budget status for UA. Look at this from the viewpoint of investors (our donors) and students (heart of our mission). Critically think of what we would say to each group if we were asked: Why UA? Incorporate UA-wide funding needs (see action #1) into the draft talking points.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Action 3: Celebrating/Incentivizing Collaboration. Develop metrics (and incentives!) that encourage and celebrate collaboration amongst alumni relations’ colleagues, fundraisers and deans/directors across the campuses.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Susan spoke with President’s Executive Council and presented a template for campus goals. Adjustments are in process and she will provide an update soon.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Interface with University Relations’ council and cross-marker messaging that overlaps.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Group talked about finding incentives and collaborations that could be done across the team. Sub-councils will be established to be chaired by Susan or Megan. The suggestions agreed upon by the Council will be presented to Board of Trustees at its May 2018 meeting to be followed by a presentation in June.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Major gifts sub-council has been established with monthly meeting schedule beginning in January. This topic is on the agenda for the first meeting.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Action 1: Doug and Megan R. will meet to discuss a survey that he is developing which will ask about school and college priorities related to student scholarships and support.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Action 2: Talking points will be created keeping these in mind: 1. Positive Outlook 2. Several versions for different audiences.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Fall 2018: council will launch a platform where students can share their university story via video, writing etc. Emily and Kate R will begin working on that.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Action 1: Megan R. will be adding updates to the survey questions started by Doug.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
| Scholarship Fundraising Effort | Megan Olson - suggested | N/D | Action 1: Creation of two sub-groups-
Sub-group 1. Scholarship awarding process
Sub-group 2. Scholarship fundraising focus areas
Action 2: Develop strategies with Development Officers SW to maximize unrestricted scholarship pools.
Action 3: Develop a Communications Plan | Sub-group 1: LEAN process already completed and communications plan needs to be developed.
Sub-group 2: Chair will be Doug and Mark will work with him. The Deans will determine who from UAS should participate. | A system-wide task force is being formed to address the various aspects of scholarships - from availability of current funds for recruitment and retention, to the needs for improvements to the award process. Saichi Oba is leading the team, with representation from the UA Foundation and all universities. |
HR Updates to Communicate
as of 3/23/2018

Statewide Human Resources is striving to make improvements to the HR System, benefits and procedures to better help employees. Here is an update on system wide projects that are currently in process. We are working on the details of these projects and communication will be sent to those directly impacted prior to the effective date of the change. To see previous versions of this communication please go to the Statewide Human Resources web page at the following link: http://alaska.edu/hr/whats-new-at-statewide/index.xml.

**Statewide HR Project Survey for FY19**
We are asking for input on the process improvement projects that will be implemented in FY19. A survey went out on 3/20/18 to ask people for their top picks for implementation. You can access the survey at http://uaa.co1.qualtrics.com/jfe/form/SV_bNKhLVj2NVdhch. Surveys must be completed by April 6th and the results will be shared with the HR Council on April 12th for prioritization of projects.

**Banner 9 Upgrade**
Banner will be upgrading to version 9 in October. This will impact all functional areas including HR, Finance, Student and Financial Aid. Training will occur late summer and early fall. Communication about training opportunities will be announced by each functional area. If you are interested, you can review the Banner 9 navigation training at the following link: http://edservices.elluciancloud.com/delivery/PublicOnDemand/B9QuickTour/bgen-B9-quick-tour.mp4

*Update as of 3/21/18:* Final testing plan will be distributed to campus HR offices by 3/23/18. Testing results are due back 4/13/18. Results are due back to the vendor, Ellucian by 4/19/18. HRIS is working with OIT to move HR processing rules to the PREP instance of Banner in preparation of Banner 9 training development.

**Accelerated Collection and Processing of New Hire Paperwork**
HR Representatives from each campus are working to speed up the gathering and entering of HR documents needed to establish new employees in the UA system. This will include assessing current processes, establishing new streamlined processes to be used by all campuses and implement new tools to collect data efficiently and securely.

*Update as of 3/21/18:* Team is redesigning electronic intake forms for new hires. Test forms will be presented to focus groups on 4/19/18.

**Standardization of FML processing**
HR Representatives from each campus are working to improve and standardize the processing and tracking of Family Medical Leave across the UA system. This will include assessing current
processes, establishing new streamlined processes to be used by all campuses and implement new tools to collect FML requests efficiently and securely.

Update as of 3/21/18: Team is finalizing the standard employee communications required by federal regulations. They will start working this month on a tool assessment to help determine the best way to implement the common procedures.

**Faculty and Staff Compensation Equity Study**
SWHR is in the process of creating an RFP to solicit a vendor to perform a faculty and staff salary and benefit market analysis. This was project was requested by President Johnsen and should be completed by the end of this fiscal year. It was announced in a memo from him on 11/27/17.

Update as of 3/23/18: Meet with the advisory and working groups to go over project scopes, timelines and what their roles are within the groups. Finalize timelines and schedules for faculty and pay equity projects.

**UAFT Faculty transitioning to UNAC Collective Bargaining Agreement**
The University was able to resolve litigation and begin implementation of Alaska Labor Relations Agency Decision & Order 301 (D&O 301). As a result, the majority of UAFT faculty will become subject to the UNAC Collective Bargaining Agreement (CBA).

Update as of 3/23/18: HRIS is working with the regional payroll and personnel offices on developing instructions and processes to ensure smooth system changes as faculty move from A9 to F9 in Banner. Budget offices are updating NBAPOSN through April. These changes will not impact transitioning UAFT faculty pay or benefits. UAFT faculty will transition in the system on May 13, 2018. Labor Relations is providing training to campus directors and deans new to supervising UNAC faculty.

**FY19 Open Enrollment**
SWHR is in the process of implementing new electronic forms for Open Enrollment election of FY19 benefits. These will be accessed through UAOnline for greater security. More information will be forthcoming as we get closer to the Open Enrollment begin date of April 16, 2018. UA Choice Health Plan and life insurance rates will not be changing for FY19.
**Update as of 3/21/18:** The team is making revisions to the draft electronic open enrollment form. HR Information Systems is working with vendors and OIT on benefit file changes. Updates to the website will be completed prior to April 16th.

**Wellness Rebate Payout Changing**
Employees (and spouses) who qualify for the FY19 wellness rebate by April 30 will see it as a lump sum payment in November, 2018. This is a change from the current bi-weekly credit for the rebate. The goal is to simplify the process for payroll offices, and we’re seeing if a larger lump sum payout will incentivize more employees to participate in the program.

**Update as of 3/21/18:** Employees are starting to see the changes in their paychecks and have asked questions, but overall it’s been well accepted.

**Bona Fide Termination Regulations for PERS/TRS Retirees**
The State of Alaska has adopted regulations clarifying how long an employee must be terminated before being rehired after retirement to be considered a “bona fide termination” of employment. Retirees under age 62 must be terminated from all employment for six months before returning to work in any capacity. Retirees age 62 and older must be terminated for at least 60 days. There can be no pre-arranged return-to-work agreement at the time of retirement. This will impact UA’s retirees who wish to return to work as adjunct or temporary employees. More details can be found on the Division of Retirement and Benefits website: [http://doa.alaska.gov/drb/headlines/2017/09/20/return-to-work/#.WpXEp3xG2U1](http://doa.alaska.gov/drb/headlines/2017/09/20/return-to-work/#.WpXEp3xG2U1)

**Alcohol and Other Drug Annual Notice Collaboration**
Representatives from the three dean of students offices are working on a protocol that would provide documentation to ensure constant compliance with Federal regulations and foster a spirit of collaboration among the three universities in developing a documented process for annual notices sent to employees and students as required by the Drug Free Schools & Communities Act.

**Update as of 3/23/18** Still waiting on Student Services Council for review and approval of proposed notice collaboration protocol.

**Leadership Development**
President Johnsen in conjunction with the Board of Regents tasked SW HR to facilitate a needs assessment and to provide recommendations on developing a UA leadership and succession plan.
The leadership development team is compiling information through a survey to assess what is currently provided by the University.

_Update as of 3/23/18:_ A list of leadership development programs across the University has been compiled. The next step is to put together a leadership development advisory team to develop a vision and plan for enhancing our leadership capacity and succession.

**Required Training**
Required training is now available through MyUA. Campus Risk officers are responsible for communicating to their employees.

_Update as of 3/23/18:_ A communication is being sent out March 27 outlining the all employee required training, frequency, and learning management system. The next steps are to work with the Universities to include other required training in our learning management system for employee ease, reporting, and greater compliance.

**Faculty Time Off Cash-In**
Faculty Time Off (FTO) cash-in as included in the current CBA is pending legislative budget approval. All forms and processes are ready to be implemented once approval is received.

_Update as of 3/20/18:_ Budget bill (HB321) has passed the House and Senate. Effective dates of both bills are March 16, 2018. Once the governor signs the bill into law, Labor Relations will notify United Academics the benefit is available to UNAC faculty members who are eligible to cash in FTO. Information on how to Cash In FTO will be located on the SWHR website once the benefit is available. [http://alaska.edu/benefits/leaves/annual-leave-cash-in/](http://alaska.edu/benefits/leaves/annual-leave-cash-in/)

**Student Wages Meeting Minimum Wage**
President approved the recommendation to increase the student wages to meet State of Alaska minimum wage of $9.84 effective mid-May (start of summer student assignments). A review of the student salary schedule will be a FY19 future project and prioritized by the HR Council along with other project requests.

**Employee Tuition Waiver Changes**
The president has approved a regulation change to eliminate the 6 month waiting period for new employees to use the tuition waiver. Also, the minimum grade requirements has been eliminated.
Update as of 3/23/18: The new online form reflecting the regulation changes will be available at the start of April. A University communication by the President will also go out at the same time.

**Campus Housing Portal**
The campus housing portal that has been available to students through UAOnline is now also available to employees. Effective 3/13/18, a link was included in the Employee menu of UAOnline to go directly to the housing portal. This was requested by UAF Residence Life as many employees use housing services.

**Removal of Transition Steps from Temporary Salary Schedule**
Effective the first full pay period in July 2018, the transition steps for temporary employees will be deleted. Departments with employees in those steps currently should be working with their campus HR office to transition to another valid step prior to this date.

**Changes to Staff Benefit Charges**
Effective this year, Summer additional assignments and overloads will no longer have staff benefit charges for annual leave, sick leave, or holiday pay. Staff benefits will continue to be charged.

**Tax Deductions for Employees in Canada**
Effective April 1st, three new deductions will be set up in Banner for employees that live and work in Canada. This is done in order to remain compliant with Canadian tax laws.

**HSA Calendar Limits - 2018**
The HSA family contribution limits for 2018 have been lowered to $6,850 per updates to the IRS regulations. These changes must be in Banner by March 23rd.

**ACA Compliance**
The 1095c forms for employees were generated March 1st and mailed to employees. These forms are also accessible through UAOnline. The electronic file that was submitted to the IRS on March 1st. However, errors were identified and a revised file must be transmitted to the IRS by April 1st.
**Fiscal Year End Processing (April through July)**
HR system and campus offices will start working in preparation of fiscal year end the first week of April. The fiscal year end processes include updating Banner with updated benefit charges and deduction set-ups, loading the FY19 budget, updating leave banks, moving employees to new salary schedules, extending term funded positions to FY19, and setting up faculty with contract extensions and additional assignments.

**myUA Support**
HR Information Systems (HRIS) took on the support of myUA at the end of 2017. In February, information was sent to the campuses about moving training modules to myUA. HRIS has been reformatting and uploading training modules supplied by Everfi and campus departments into myUA and developing reports for supervisors and departments. As more people are becoming aware of the new tools and functionality, requests for updates and assistance have been steadily increasing. There are functions within myUA that are not being utilized or are underutilized by the University. The team is committed to making improvements and rolling them out on a monthly basis. Some of the upcoming improvements will include better standardized reports, updated security settings, and training distribution.

**Recruitments of Leadership Positions**

**UAA Chancellor**
- March 9, 2018 UAA held open forums
- Search Committee identifying dates for on campus finalist visits

**UAA VCAS**
- Beverly Cotton Shuford named Vice Chancellor for Administrative Services
- Starts May 3, 2018

**UAF Provost**
- Search information
- Early March 2018 – First round of interviews
- Early/mid April 2018 – Campus visits for finalists
- July 2018 or soon thereafter – New provost assumes office

**UA VPASA**
- Reopening recruitment March/April 2018
UA CITO
   ● Beginning recruitment

UAS Alaska College of Education Executive Dean
   ● Two finalists identified: Dr. Steve Atwater and Dr. Kathryn Hildebrand

212 Butrovich Building PO Box 755140
Fairbanks, Alaska 99775-5140
Dashboard (Mar-18)

### Average Days to Fill Recruitments

- SW
- UAA
- UAF
- UAS

### Number of Active Employees

- Total Employees
- Prior Year

### Number of Open Recruitments

- Adjunct Faculty
- Crafts and Trades
- Faculty Full-time
- Faculty Part-time
- Graduate Student Employee
- Officer/Senior Administrator
- Post Doctoral Fellow
- Staff Full-time
- Staff Part-time
- Student Employees
- Temporary Employees

Data current as of 3/23/2018
Dashboard (Mar-18)

Students Employed

Data current as of 3/23/2018
Institutional Research Systemwide Council Scorecard
Last Updated March 30, 2018

The council exists to promote and support system-wide capacity for collection and analysis of data to guide decisions that improve success on behalf of the University of Alaska System of Higher education, with an emphasis on optimizing resources for the achievement of UAA, UA, UAF, SW’s and UA’s missions.

The scope of the Institutional Research Systemwide council is to provide oversight of the following three functions, both central and distributed:

Function | Goal | Deliverable | Current Effort(s) | Status | Recent Accomplishments
--- | --- | --- | --- | --- | ---
A) Data architecture, governance and administration | Establish and maintain a common data architecture and data governance system, including goals, policy, common procedures, strategies, and system of documentation. | Define and advance integration of basic, common data architecture principles and best practices across administrative support and mission area functions system-wide, i.e., standards for data acquisition, accessibility and integrity, reporting protocols and tools, and improving business practices. | Develop policy, regulation, and administrative guidance addressing these needs and goals. Simplify existing process data and data definition governance process. Simplify and refine based on stated goals, experiences and needs of individuals who used the process, as well as those identified in the RACI matrix who did not participate in the process over the last year; learn about and incorporate/build from existing architecture, governance and administration processes. | Assigned to IR Officers group | See below

B) Collaborative knowledge network (ongoing) | Develop and lead collaborative, cross-functional plans, strategies, programs and activities, supporting, facilitating and otherwise informing the mission of the council. Priority is on process improvement, standardization, and automation. Promote trust and credibility. | Creation and implementation of a Collaborative Knowledge Network, the “optimal mix of decentralization and consolidation that will support improvements in service and cost effectiveness through the division of labor, and the systematic use of automation, data and process standardization, and intercampus collaboration.” | Inventory of current resources and responsibilities and needs | Assigned to IR Officers group | On agenda for Officers meeting to develop basic info

C) Education and advocacy regarding data-informed decision making | Promote a university culture that has a basic understanding of, and systematically places value on, the collection and analysis of data to guide decisions that improve success, i.e. data-informed decision-making. | Widespread, demonstrated buy-in to the value of data-informed decision making across all university levels and functions, from executives, to technical decision makers, to data entry personnel. | Identify topics and audiences for education platform | IR Officers group to discuss | On agenda for Officers meeting to discuss approach

The Council designates sub-committees, teams or individuals responsible to accomplish objectives in support of the council mission and scope. These may be permanent or ad hoc in nature, and are accountable to ensure the assigned objectives are successfully completed, including communication of outcomes, recommendations, initiatives and/or decisions to the Committee.

Support Committee | Goal | Deliverable | Current Effort(s) | Status | Recent Accomplishments
--- | --- | --- | --- | --- | ---
IR Officer Support Committee | Technical and Operational Work to Achieve Council Goals | As assigned | Task 1: Identifying and addressing gaps in existing data architecture and governance policy, reg and administrative guidance. Task 2: Current requests and items needing attention, not covered under other subcommittees | Topics identified for both tasks, for IR officers to review, prioritize and determine an approach. | Agenda set for upcoming meeting on both task areas

Teacher Education Data & Information Support | UA-wide data and information needs delivered by lead university | UA-wide data and information needs delivered by lead university | Propose option(s) for refined UA Metric on Teacher Education by mid-March 2018; plan to respond to legislative questions on topic; plan to transition the main point of contact for Teacher Education data support to UAS starting July 1; basic data quality improvements including tracking teacher education program participants via centrally available information, such as Banner, rather than flat ledger | Development of refined UA Metric option(s) underway. UAA AVC Holmes leading effort. Refined metric using award data and Department of Education and Early Childhood Development data has been developed and is being circulated for input. |

Research & Sponsored Program Data & Information Support | UA-wide data and information needs delivered by lead university | Meet Research Council & University Relations goals for basic data quality improvements in support of advocacy and operational needs. | See specific deliverables: https://docs.google.com/document/d/1bbax-Tx6hLtTmx17Pn62hT7hFm0dGFC/edit?usp=sharing | Recruitment for UF& PAIR Sponsored Program Analyst in development by UF& Director Olson. | Identified initial projects: agency name clean-up, theme codes. Learning about GDPR impact on research - need to coordinate with OGCA, General Counsel, Chief Records Officer.

This scorecard is also available online at: https://docs.google.com/spreadsheets/d/1a0dQCXIOBlznjYc_fGFeAUSHT_GVwKPVnW3xpeUjcs/edit?usp=sharing
March 28, 2018

IT Council Update

The IT Council met March 8, and opened with an announcement of the recent change in IT Leadership which was not widely known at that point in time.

The Council received a brief update on the Banner 9 Upgrade. 89 transformed Banner forms have been received and there is a 30 day testing period for that batch. There was discussion on how the functional areas were conducting the testing and who specifically was involved. Finance testing will continue through the summer months.

There was an ad hoc agenda item and brief report on the UA Gateway portal project, including a discussion on the intent to go to RFP including system integrations and a rough timeline for a June award.

The video conferencing RFI responses are due April 9, there will be focus groups held at UAA and UAF; UAS has declined the kind offer and will go along with the majority rule. After feedback is collected and synthesized that will be used to inform requirements for the RFP or appropriate procurement process.

Michelle Pope sat in at this meeting to discuss the Banner GFC stakeholder structure, how that group operates and what its goals and objectives are. There was a lot of discussion on how Banner tasks are prioritized and discussion of a subcommittee to look at prioritization of tasks and projects in depth.

There was a brief discussion of the GDPR new regulation that will go into effect May 2018. Shiva Hulavarad has been working on a draft policy for months and will be assembling a steering committee.

On March 16, letters were mailed out to people affected by the account access security incident that occurred late January and February. The letters detailed instructions to enroll in credit monitoring programs and other resources made available by the security response teams including IDExperts. Additionally, emails to the same 51 affected people were sent the morning of March 19th with the same credit monitoring enrollment information in an effort to expedite receipt of that information.
The Information Technology Council (ITC) is a standing body within the University of Alaska created to establish IT policy and administrative and operational standards, to analyze and set priorities for investment in information technology initiatives, and to ensure excellence and best practice in implementation in a way that directly supports UA mission attainment. The ITC is responsible for defining level 2 and level 3 governance committees, establishing the procedures and standards by which they operate, and will be accountable for the work of those groups in accordance with policies, practices, and standards.

The ITC is distinguished as a collaborative, student-focused group with transparency and consultation across all its members; planning for matters such as relevant Cabinet, Summit or Board agendas; identification of responsible individuals to undertake tasks agreed to by the Council; and other work products of the Council.

IT Governance Website: http://www.alaska.edu/oit/itgovernance

Values: The ITC embodies the values of being: student and mission focused, data-driven, transparent, inclusive, collaborative, timely, responsive, service oriented and respectful.

The ITC is distinguished as a collaborative, student-focused group with transparency and consultation across all its members; planning for matters such as relevant Cabinet, Summit or Board agendas; identification of responsible individuals to undertake tasks agreed to by the Council; and other work products of the Council.

IT Governance Website: http://www.alaska.edu/oit/itgovernance

<table>
<thead>
<tr>
<th>Objective</th>
<th>Measure</th>
<th>Baseline</th>
<th>Quantity</th>
<th>Target</th>
<th>Status</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>IT Council: Scorecard</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Reduce Operating Cost</td>
<td>dollars</td>
<td>$50,000,000</td>
<td>-13,075,000</td>
<td>26%</td>
<td>6/4/2018</td>
<td>Green</td>
</tr>
<tr>
<td>Reduce Distributed Technicians</td>
<td>number of positions</td>
<td>165</td>
<td>-40</td>
<td>26%</td>
<td>6/4/2018</td>
<td>Green</td>
</tr>
<tr>
<td>Embedded IT Staff Analysis and recommendations</td>
<td>dollars</td>
<td>$10,710,000</td>
<td>26%</td>
<td>6/4/2018</td>
<td>Green</td>
<td></td>
</tr>
<tr>
<td>Telecommunications Initiative</td>
<td>dollars</td>
<td>$500,000</td>
<td>5/1/2018</td>
<td>Green</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Contract Reviews</td>
<td>review/year</td>
<td>1</td>
<td>6/4/2018</td>
<td>Green</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Contract Savings from Reviews</td>
<td>dollars</td>
<td>$500,000</td>
<td>6/4/2018</td>
<td>Green</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Evaluate Open Source Software solutions</td>
<td>number of services</td>
<td>number of services</td>
<td>number of services</td>
<td>Yellow</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Transition to Cloud</td>
<td>number of services</td>
<td>Yellow</td>
<td>X</td>
<td>Yellow</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Video conference review and platform decision(s)</td>
<td>6/4/2018</td>
<td>Green</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Computing platform (Mac vs PC)</td>
<td>dollars</td>
<td>$600,000</td>
<td>Red</td>
<td>X</td>
<td>X</td>
<td></td>
</tr>
</tbody>
</table>

Stewardship of Resources

<table>
<thead>
<tr>
<th>Objective</th>
<th>Measure</th>
<th>Baseline</th>
<th>Target Date</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reduce Operating Cost</td>
<td>dollars</td>
<td>$50,000,000</td>
<td>6/4/2018</td>
<td>Green</td>
</tr>
<tr>
<td>Reduce Distributed Technicians</td>
<td>number of positions</td>
<td>165</td>
<td>6/4/2018</td>
<td>Green</td>
</tr>
<tr>
<td>Embedded IT Staff Analysis and recommendations</td>
<td>dollars</td>
<td>$10,710,000</td>
<td>6/4/2018</td>
<td>Green</td>
</tr>
<tr>
<td>Telecommunications Initiative</td>
<td>dollars</td>
<td>$500,000</td>
<td>5/1/2018</td>
<td>Green</td>
</tr>
<tr>
<td>Contract Reviews</td>
<td>review/year</td>
<td>1</td>
<td>6/4/2018</td>
<td>Green</td>
</tr>
<tr>
<td>Contract Savings from Reviews</td>
<td>dollars</td>
<td>$500,000</td>
<td>6/4/2018</td>
<td>Green</td>
</tr>
<tr>
<td>Evaluate Open Source Software solutions</td>
<td>number of services</td>
<td>number of services</td>
<td>number of services</td>
<td>Yellow</td>
</tr>
<tr>
<td>Transition to Cloud</td>
<td>number of services</td>
<td>Yellow</td>
<td>X</td>
<td>Yellow</td>
</tr>
<tr>
<td>Video conference review and platform decision(s)</td>
<td>6/4/2018</td>
<td>Green</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Computing platform (Mac vs PC)</td>
<td>dollars</td>
<td>$600,000</td>
<td>Red</td>
<td>X</td>
</tr>
</tbody>
</table>

Customer & Service Continuity

<table>
<thead>
<tr>
<th>Objective</th>
<th>Measure</th>
<th>Baseline</th>
<th>Target Date</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Improve Customer Satisfaction</td>
<td>satisfaction score</td>
<td>50%</td>
<td>6/4/2018</td>
<td>Green</td>
</tr>
<tr>
<td>Business service continuity and availability</td>
<td>all the time</td>
<td>98%</td>
<td></td>
<td>Green</td>
</tr>
</tbody>
</table>

Strategic Initiatives

<table>
<thead>
<tr>
<th>Objective</th>
<th>Measure</th>
<th>Baseline</th>
<th>Target Date</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Banner 9 Upgrade</td>
<td>Modules in Production</td>
<td>6/4/2018</td>
<td>Yellow</td>
<td>X</td>
</tr>
</tbody>
</table>

Monitoring Projects

<table>
<thead>
<tr>
<th>Objective</th>
<th>Measure</th>
<th>Baseline</th>
<th>Target Date</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Establish project Intake process</td>
<td></td>
<td></td>
<td></td>
<td>Green</td>
</tr>
<tr>
<td>Establish Level 2 Committees</td>
<td></td>
<td></td>
<td></td>
<td>Yellow</td>
</tr>
<tr>
<td>Priority projects</td>
<td></td>
<td></td>
<td></td>
<td>Yellow</td>
</tr>
<tr>
<td>Define Metrics</td>
<td></td>
<td></td>
<td></td>
<td>Yellow</td>
</tr>
<tr>
<td>Rantually evaluate IT against institutional peers</td>
<td></td>
<td></td>
<td></td>
<td>Green</td>
</tr>
</tbody>
</table>

Policies and Standards

<table>
<thead>
<tr>
<th>Objective</th>
<th>Measure</th>
<th>Baseline</th>
<th>Target Date</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Web Accessibility Policy and Guidelines</td>
<td>Document in place</td>
<td>6/1/2018</td>
<td>Green</td>
<td>X</td>
</tr>
</tbody>
</table>

Based on the Palladium framework, created by Robert Kaplan and David P. Norton. For more information, see www.thepalladiumgroup.com.
## Research Council Scorecard

<table>
<thead>
<tr>
<th>Goal 1</th>
<th>Provide strategic vision and investment priorities for research.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Objective 1.1 Leverage capabilities and strengths to facilitate/coordinate cross University collaborations.</td>
<td><strong>Measure</strong> # of new cross University proposals that are submitted&lt;br&gt;<strong>Purpose/ Benefit</strong> Gain efficiencies, capacity building&lt;br&gt;<strong>Responsible Organization/ Person</strong> Research Council</td>
</tr>
<tr>
<td>Objective 1.2 Identify cross University priorities and areas of potential collaboration</td>
<td><strong>Measure</strong> Facilitate partnerships and collaboration across Universities. Priorities updated annually, posted on website&lt;br&gt;<strong>Purpose/ Benefit</strong> Facilitate deve of larger projects, capacity building, leg outreach (fed and state)&lt;br&gt;<strong>Responsible Organization/ Person</strong> Research Council/UAF VCR Office</td>
</tr>
<tr>
<td>Objective 1.3 Engage undergrad and graduate students in research</td>
<td><strong>Measure</strong> # of students working on research projects, # of student authored publications, undergraduate research credit, # of students receiving research financial support&lt;br&gt;<strong>Purpose/ Benefit</strong> 1) Recruitment 2) Retention 3) Work force deve and broader impact in proposals&lt;br&gt;<strong>Responsible Organization/ Person</strong> Research Council/VCR Office (Cassie)</td>
</tr>
</tbody>
</table>

## Goal 2 Develop an implementation plan relevant to Strategic Pathways Phase 1 goals for grants and contracts / research administration

<table>
<thead>
<tr>
<th>Objective 2.1 Conduct Process Identification and Mapping</th>
<th><strong>Measure</strong> Assessment Tool&lt;br&gt;<strong>Responsible Organization/ Person</strong> UAF OGCA Primary and Secondary UAA/UAS OGCA's</th>
</tr>
</thead>
<tbody>
<tr>
<td>Objective 2.2 Conduct Assessment and Analysis</td>
<td><strong>Measure</strong> Review assessment tool for alignment at each university.&lt;br&gt;<strong>Responsible Organization/ Person</strong> UAF OGCA Primary and Secondary UAA/UAS OGCA's</td>
</tr>
<tr>
<td>Objective 2.3</td>
<td>Create plan for enterprise-focused prioritization</td>
</tr>
<tr>
<td>----------------</td>
<td>-----------------------------------------------</td>
</tr>
</tbody>
</table>

**Goal 3** Highlight system wide research expertise and synthesize key accomplishments for communicating to external constituents.

<table>
<thead>
<tr>
<th>Objective 3.1</th>
<th>Document research lab facilities through UA system and post online</th>
<th>posted online</th>
<th>Increase Research Expenditures. Increase business for UA.</th>
<th>UAF VCR / Secondary Research Council</th>
</tr>
</thead>
<tbody>
<tr>
<td>Objective 3.2</td>
<td>Document/compile research expertise/centers throughout UA and post online</td>
<td>track who visits our websites, master agreements, new funders, new relationships/partners. tabulated success rate on proposals through agencies, trend over time our relationships with said entities</td>
<td>Increase Research Expenditures. Increase business for UA.</td>
<td>AA/Research Office - Layer - Coordinate UA wide</td>
</tr>
<tr>
<td>Objective 3.3</td>
<td>Maintain and grow our network to make UA the choice for State, federal and private entities.</td>
<td></td>
<td>Increase Research Expenditures. Increase business for UA.</td>
<td></td>
</tr>
<tr>
<td>Objective 3.4</td>
<td>Active advocacy of UA’s research capabilities, capacities and accomplishments.</td>
<td># of events, UA research info brochures/handouts</td>
<td>Increase Research Expenditures. Increase business for UA.</td>
<td></td>
</tr>
</tbody>
</table>

**Goal 4** Identify key contacts in legislature for information dissemination
<table>
<thead>
<tr>
<th>Objective 4.1</th>
<th>UA Govt Affairs - Build annual &quot;Know your Legs&quot; profile</th>
<th>UA Govt Affairs Office</th>
</tr>
</thead>
<tbody>
<tr>
<td>Objective 4.2</td>
<td>Identify consistent, clear, and communicable metrics for research spending and activities</td>
<td>ID internal and national level metrics that are needed/wanted. Ensure all campuses are recording the same metrics and reporting in the same fashion.</td>
</tr>
<tr>
<td>Objective 4.3</td>
<td>Increasing invention disclosures</td>
<td># of disclosures, summary report for UA of this action across campuses</td>
</tr>
<tr>
<td>Objective 4.4</td>
<td>Increase commercialization of our intellectual property</td>
<td>Patents, start up businesses, licensing, etc..</td>
</tr>
</tbody>
</table>
Lean launch workshop, March 12-14
  o Highly positive feedback from participants
    ▪ We anticipate offering this short-course on an annual basis
  o 26 participants from Anchorage and Fairbanks; 7 teams of ~4 members each
  o Experiential learning of customer discovery process - helpful for development of research/products aimed at commercialization; intense, dynamic, fun, and exciting environment

New patent application
  o Dr. Bahareh Barati, post-doc
  o Wireless near-infrared spectroscopy device for pre-clinical monitoring of cerebral oxygenation: a wireless and non-invasive device for measuring brain oxygenation in lab mice

IP licensing agreements
  o Negotiating with Be Cool Pharmaceuticals; license of technology for therapeutic hibernation – a method and composition for controlling thermogenesis
  o Negotiating with OCRD Biomed; license for mouse model for testing compositions intended to treat obsessive-compulsive disorder
  o Negotiating with Nemametrix; license of device for separating C. elegans, a model (worm) organism, based on age
  o Negotiating with Dynamic Microgrid Solutions; master agreement under which future licenses may be executed; plus initial licenses of know-how related to microgrids and a device for measuring fuel consumption
  o Working with an inventor and partner entrepreneur as they seek funding, which would allow them to license and commercialize a technology for producing animal food using a byproduct of Alaska’s commercial fishing industry

February 2018 visit to Juneau
  o Announcement/introduction of OIPC’s newest faculty ambassador, UAS’s Dr. Brian Buma
  o IP Advisory Committee meeting and campus informational presentations held on UAS campus
    ▪ Participation by newest member Eric Swanson
    ▪ Faculty and staff participation from UAS campus
  o Alaska Innovator’s Hall of Fame induction ceremony
    ▪ Former Fairbanks resident Eric Swanson – serial entrepreneur, inventor of many patented technologies in the field of optics, affiliated with MIT’s incubator
- Former UAF professor Pat Holloway – peony crop researcher and innovator crediting with helping make possible the burgeoning peony industry in interior Alaska
- UAF professor Kelly Drew – inventor of methods and compositions for inducing therapeutic hypothermia
  - Presentations to legislature
    - Met with Senator Mia Costello’s office to discuss opportunities to collaborate with the legislature’s Innovation Caucus, which Costello helps lead
    - Testimony regarding UA innovation and entrepreneurialism by VCR Hinzman and OIPC Ambassador Webley before the combined House and Senate Education Committees
- Center ICE (Innovation, Commercialization, and Entrepreneurship)
  - Officially announced by President Johnsen during State of the University and in Juneau at the Innovation Summit
  - Ramp-up of Center ICE has begun with hiring of first employee and drafting of initial contracts
  - Presentation to Fairbanks North Star Borough’s Economic Development Committee regarding Center ICE and opportunities to collaborate with local government and industry
- Small Business Administration’s SBIR Road Tour: July 20, 2018, UAF campus
  - The Road Tour’s only stop in Alaska
  - The event will feature SBIR program manager’s from many federal agencies, will offer one-on-one meetings with the program managers, and will include programming featuring the process for applying and examples of past success
  - Open to the general public
- Chancellor’s Reception for Innovators and Entrepreneurs: March 22, Chancellor’s House
  - Honored UAF innovators and entrepreneurs
  - Honorary plaque awarded to Scott Bell for his loyalty and distinguished service in support of UAF innovation and entrepreneurialism
To: Dr. Larry Hinzman, Vice Chancellor for Research, UAF  
From: Dr. Helena S. Wisniewski, Vice Provost for Research and Graduate Studies (ORGS), UAA  
Subject: Commercialization Updates as Requested  
Date: January 10, 2018; Updated March 28, 2018 - updates are highlighted and reflect the period from January 10 through March 28, 2018.

1) UAA Startup Updates.
   a) CFT Solutions, LLC (now Arctic Heat Technologies, Inc.), received a second tranche of investment, for a total of $225,000, from the Alyeska Accelerator Fund. A third tranche of investment is promised once the UL listing milestone is achieved. The grand total will be $300,000. UAA OTC negotiated and initiated the deal.
      i. In addition, signed a contract with UL to launch product listing process.
      ii. Received notification that MAKE Alaska will fund a portion of the continuous development process.
      iii. Completed four additional test pads for placement in Southcentral Alaska.
      iv. Attended public transportation trade shows in Minnesota and Alaska.
      v. A new test site established in Whittier in front of the King Street Technology Center, March 2018.
   b) UAA OTC is assisting Rhizoform, LLC, awarded “Best University Startup” by NCET2, to prepare an SBIR proposal for submission to the Army. Contact with the US Army Corps of Engineers SBIR office was initiated at Demo Day in DC, and a follow-up meeting for submission was later held.
   c) UAA OTC is assisting UAA Startup Cogniceutic Solutions, LLC to prepare a SBIR proposal for submission to NIH - National Institute for the Aging. Based on discussions Cogniceutic was encouraged to submit to their accelerated program.

2) Master Agreement with SET Technology GmbH in Germany.
   a) The UAA VPRGS and the CEO of SET have signed an agreement for SET to help commercialize UAA’s IP.
   b) SET is a global innovation network for acquisition, implementation and commercialization of new technologies. Its technology transfer on demand is geared to solutions for customer requirements. It has successfully commercialized university and renown research institutes IP with major corporations.
   c) Their CEO is the founder of several companies and startups, has successfully completed deals between universities and corporations, as well as other major technology investments and for 15 years served as a Congressman in the German Parliament.
   d) Discussing with UAA biology Professor Tomco a possible collaboration with researchers at the Alfred-Wegener-Institute and SET for regarding a possible effort to develop a microbial oil remediation system.

3) Four new patents have been issued (awarded). ORGS/OTC assisted with development of and guided the filings of these patents from invention disclosures to issuance.
a) The inventors of these newly issued patents will be inducted into the UAA Patent Wall of Fame at the Innovate Awards Ceremony on Jan. 26th, 2018. This brings the total of patents issued since FY11 to 11.

b) The newly issued patents are:
   i. Dr. Samuel Werner - former WWAMI student now a Physician (*): Surgical Cutting Device and Methods of Using Same, U.S. Patent 9,636,134 B2, issued 5/2/2017.
   ii. Mr. Timothy Menard, former student now graduated (**) with co-inventors Dr. Jeffrey Miller and Dr. John Lund: Vehicle Accessory Engagement Tracking, U.S. Patent 9,715,369 B2, issued 7/25/17.
   iii. Dr. Zhaohui Yang, UAA Professor, with co-inventor Mr. Benjamin Still (**): Self-Heated Enclosure with Carbon Fiber, U.S. Patent 9,829,203, issued 10/12/2017.
   iv. Dr. Zhaohui Yang, UAA Professor, with co-inventors Ting Yang, Mithun Singla, Dr. Gangbing Song, Dr. Christiana Chang, U.S. Patent 9,829,202, issued 11/28/17.
   v. Those Marked with asterisks are student inventors.

4) Four New notices of patent issuance received from the USPTO (patent will be issued within the next few months) for:
   a) Dr. Anthony Paris, Phil Boysen, Joshua Gunderson, Extended Life Tap Guide
   b) Dr. Anthony Paris, Dr. Jens Munk, Devices, Systems, and Methods for Determining Linear and Angular Accelerations of the Head
   c) Dr. Anthony Paris, Dr. Jennifer Brock, Dr. John Lund, Mouth Guard for Determining Physiological Conditions of a Subject and Methods for Using Same
   d) Dr. Frank More, Dr. Brendan Babb, Evolved Transform for Processing Data

5) The following Six patents, and patent pending, were submissions to NCET2 Startup Development Program for consideration for licensing from their partner corporations:
   a) Data hiding based messages and advertisements. Dr. Helena s. Wisniewski; Rajarathnam Chandramouli; Koduvayur Subbalakshmi (patent issued);
   b) Vehicle accessory engagement tracking. Timothy Menard, tsmenard@gmail.com; Jeffrey Miller; John Andrew Lund (patent issued);
   c) Thermal Insulation Material from Mycelium and Forestry Byproducts for Geoengineering applications in cold climates. Philippe Amstislavski, pamstislavski@alaska.edu; Zhaohui Yang, zyang2@alaska.edu; Maria White, (patent pending).
   d) Methods and systems for multiple factor authentication using gaze tracking and iris scanning. Bogdan Hoanca, bhoanca@alaska.edu; Kenrick Mock, (patent issued)
   e) Bending instrument and methods of using same. Anthony James Paris, ajparis@alaska.edu; Shawn Wooten; Wesley Burgess (patent issued).
   f) Surgical cutting device and methods of using same. Dr. Samuel Werner (patent issued).

6) ORGS Submitted proposal for: a NIH Regional Technology Transfer Accelerator Hubs for IDeA States (STTR). Project Title: ASCEND: Accelerating Solutions for Commercialization and Entrepreneurial Development in the Mountain West IDeA States for $104,500. The Vice Provost for Research is the PI.
7) World IP Day - Held Throughout the World
   i. To stimulate IP in 2016 UAA ORGS/OTC initiated and coordinated Alaska’s first World Intellectual Property (IP) Day event in May 2016. The theme was “Beyond Commodities: Transformation through Innovation.”
   ii. The first event’s panelists and speakers included Lt. Gov. Byron Mallott, and Mayor Berkowitz as keynote speakers, potential investors and representatives from the U.S. Patent and Trademark Office, the Governor’s Office, the CEO of the National Council for Entrepreneurial Tech Transfer in DC, partners in VC firms from Alaska and the Lower 48 and community organizations such as AEDC. In addition to speakers, Innovation competitions were held and prizes awarded.
   iii. Currently UAA’s ORGS/OTC is planning the Second World IP 2018. We have already been acquiring sponsors for the event. We will be reaching out to UAF and UAS for their participation, as events evolve.
   iv. IEEE agreed to have UAA’s World IP Day be held in conjunction with the upcoming IEEE Internet of Things Summit. By doing so we can take advantage of participants in the summit to attend. The World IP event will be held on June 13th and 14th, immediately following the summit. UAA ORGS is organizing the event, and speaker invitations and announcements for World IP Day are being sent out. It will include keynote speakers, workshops, dinner with a fireside chat, and an Innovative Ideas Contest. The World IP Organization, an agency of the United Nations, choose the following theme for World IP Day 2018: “Powering Change: Women in Innovation and Creativity.”

8) Diversifying the Economy
   a) Carbon Fiber Manufacturing
      i. Carbon Fiber is a growth area globally. By 2020 the need will far exceed the production. Therefore, UAA’s VPRGS, together with community leaders, and UAA faculty developed a plan to bring carbon fiber manufacturing to Alaska. This includes an overview of the need, technology, marketing, top manufacturer and a strategy to attract a top manufacturer to the state.
      ii. The Governor received briefings from the VPRGS and a copy of the plan. Also talking points to present to potential manufacturers.
      iii. As part of the plan, Alaskan coal is being tested by our partners to determine which applications will be best suited for the characteristics that our coal exhibits. This will provide an added incentive to attract manufacturers. The Governor is supportive of this effort.
      iv. In addition, we are partnered with other universities to demonstrate innovative alternative uses for coal, and submitted proposals for additional federal funding.

9) Innovation District
   i. In addition to carbon fiber manufacturing, a plan was developed to establish an Innovation District in Anchorage. This plan is modeled after successful ones throughout the US. The Governor was briefed by the VPRGS and requested a white
paper, which was written and submitted to him. The Carbon fiber manufacturing can be a possible anchor company for the Innovation District.

i. A meeting was held at UAA with the President of the Anchorage Chamber of Commerce and members of his Board of Directors, and the UAA VPRGS. Additional strategies for next steps were developed.

10) NSF iCorp Site

a) UAA is resubmitting a proposal for an iCorp site based on discussions and encouragement from NSF.

b) In the processing of writing the proposal.

11) National Academy of Inventors

a) VPRGS Wisniewski, will be attending the Annual Conference of the National Academy of Inventors (NAI) the week of April 2nd in Washington, DC. and will be a judge for the Student Innovation Showcase. She was inducted as a Fellow of NAI in April 2016. University leaders, government officials, industry, investors, and student innovators participate in the conference.

12) Innovate Senior Design Project Award

a) To encourage additional student interest in inventions, and innovation, the VPRGS started the first Innovate Senior Design Award for the best senior design project, a certificate and a cash prize of $250 will be presented to the awardees - up to two awards will be given. Projects will be judged by the Vice Provost Research Council on the following criteria: Is the idea novel? Does it benefit society or advance the field? Can it be patented?
Student Services Council (SSC) Report (February and March, 2018)

- The SSC prepared a presentation for the March BOR full board meeting on UA Alcohol Policies and Programs at each of the universities. The presentation covered policy at the BOR and Campus level; provided some data at the campus level and identified several best practices across the universities.

- Update from Lael Oldmixon on the UA Scholars - the deadline for applying to UA for Scholars is May 1; so far the Scholars Office has received 980 nominees. Lael also shared that the UA College Savings Plan (CSP) signed a contract with Invite Education to provide a turnkey platform for families and/or college savings account holders to make a plan and track their progress in terms of college savings and college going.

- Student Success: Promoting and Facilitating Students' Success in and outside of the classroom. Progress on the Student Success initiative started by the President's Support of the UA Team at the National Association of System Heads / American Council on Education (NASH/ACE) convening in January 2018. The initiative includes supporting Student Success Councils at the university level and at the System level; an annual convening focused on best practices that promote student success at UA.

- Diversity and Inclusion as related to the Success of Students of Color or Students from Diverse populations. VC Champagne shared the success of a program from his former school Central Washington University, the Male Success Initiative (MSI) is a student success initiative aimed at improving the educational outcomes of men of color at Central Washington University. Our plan is to make a significant improvement in male students’ satisfaction, academic performance, campus engagement, and retention and graduation rates with qualitative and quantitative measures of program success. The MSI will host a number of programs, events, and activities designed to provide men of color with the skills that are necessary for success in the Academy. VC Nelson also shared his knowledge of powerful efforts driven by people of color at UCLA. Unique about these programs is that they are student initiated, student funded, and student run. They all focus on empowerment, service and leadership. Here are a few links:

  http://www.cpo.ucla.edu/cpo/ and http://www.cpo.ucla.edu/src/

- Ruffalo-Noel Levitz (RNL) updates: now that the RNL consultants have visited each university Keith asked for an update from each university regarding the RNL presentations and for any forthcoming plans. Saichi clarified that UAA had a visit 2-3 years prior. UAA Enrollment staff went forward with the recruitment and enhanced search strategies. Analysis was done on out-of-state students; implemented territory management and focus areas based on specific zip codes. Also: comprehensive recruitment plans, real time data broken down into demographics, Anchorage/Mat-Su school district partnerships for school-going cultures, more. UAS has just received the full package of RNL recommendations and site visit report. Provost is helping Joe push for more involvement from the academic side - working with Student Affairs on student success efforts. Also, website overhauls are needed so as to not be a mirror for schools/departments/internal vs. student needs. UAF is working on some of the recommendation and an RFP proposals for strategic planning, including bringing RNL back for more meetings.

- EAB Visits - from the EAB consultants: “The three site visits went very well. Every group I worked with was engaged and enthusiastic. We feel very optimistic about adoption and utilization following Go Live and are excited about next steps.” UAS great participation, focusing on advisors first, great engagement provost attended. UAA currently in the data validation phase. Piloting with CTC and Arts and Sciences both are getting training this week and should go live in April for advisors. Recruiting a student success advisor who will oversee some aspects of all this. UAF over 40 advisors attended the in-person workshops. The main focus for all campuses will be data validation. All Universities have May Go Live dates - UAA May 14, UAS May 14 and UAF May 21.
**Student Services Council - Score Card - Updated March 29, 2018**

The mission of the UA Student Services Council (SSC) is to foster a student centric experience through the collaborative development and periodic review of university policies, programs, and practices. The SSC will provide recommendations to UA leadership including the President, Board of Regents, Summit Team, Academic Council and other councils.

### POLICY / REGULATION REVIEW

<table>
<thead>
<tr>
<th>mtg</th>
<th>Topic/Title</th>
<th>Policy, Regulation or Practice</th>
<th>Description</th>
<th>Status</th>
<th>Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>3/22/18</td>
<td>Withdraw Policy</td>
<td>University Policy</td>
<td>Voluntary/Involuntary medical leave policy for students</td>
<td>GC is currently doing the final clean up on the latest draft of the voluntary withdrawal agreement. Next-steps will be the development of the involuntary language.</td>
<td>6/1/18</td>
</tr>
</tbody>
</table>

### STRATEGIC PATHWAYS: Pursue consolidation of tasks among the universities and Statewide

| 3/20/18 | SP | Meeting with University Financial Aid Directors, Admissions Staff, Foundation Staff | Considerable effort at aligning admissions and scholarships for new first time and transfer students. Looking at establishing funding for these scholarships through the UA Foundation. Small team from Admissions and Foundation looking at using the existing web application to create specific questions a new first time or transfer student could answer if they want to be reviewed for these scholarships. Next meeting is April 3. | 6/1/18 |

### OTHER ITEMS

<table>
<thead>
<tr>
<th>Priority</th>
<th>Topic/Title</th>
<th>Owner(s)</th>
<th>Description</th>
<th>Status</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>High</td>
<td>EAB Implementation</td>
<td>Carey, Fitts, Lampman, Oba</td>
<td>“The three site visits went very well. Every group I worked with was engaged and enthusiastic. We feel very optimistic about adoption and utilization following Go Live and are excited about next steps.” The main focus for all campuses will be data validation. All Universities have May Go Live dates - UAA May 14, UAS May 14 and UAF May 21.</td>
<td>May 14 &amp; 21, 2018</td>
<td></td>
</tr>
<tr>
<td>High</td>
<td>Process to Improve on-line services</td>
<td>Oba, Schultz, Olsen, Ciri, Nelson, Fitts, Knabe, Musick</td>
<td>Group is charged with recommending improvements to online enrollment services. Gateway / portal is going to bid. Team has until 3/30 to provide feedback. On 4/3 draft of the RFP will go to Gartner Group for their review.</td>
<td>12/15/18</td>
<td></td>
</tr>
<tr>
<td>High</td>
<td>ACE/NASH Leadership Academy</td>
<td>Oba, Nelson, Champagne, Lampman, Hoferkamp</td>
<td>UA Team selected to attend the ACE/NASH Academy for Student Success</td>
<td>Team plans to attend the UAA Spring Student Success Symposium in May and then hold a planning meeting for a fall convening. The initiative includes supporting Student Success Councils at the university level and at the System level; an annual convening focused on best practices that promote student success at UA.</td>
<td>3/8/18</td>
</tr>
</tbody>
</table>
UNIVERSITY OF ALASKA
SUMMIT TEAM MEETING
Thursday, April 5, 2018
TEACHER EDUCATION BRIEFING

EXECUTIVE DEAN HIRED:
Following a national search, Dr. Steve Atwater has been hired to serve as Executive Dean, Alaska College of Education at UAS effective July 1, 2018. Chancellor Rick Caulfield announced this decision last Tuesday, which was based upon recommendations from a search committee made up of faculty and administrative representatives from all three UA universities.

The Executive Dean position is based at UAS in Juneau and combines responsibilities for direct management of UAS Education programs along with coordination of UA Education programs at all three universities. The Executive Dean chairs the new UA Teacher Education Council which meets bi-weekly and is charged by the President with ongoing coordination, alignment, and innovation in teacher preparation and educational leadership programs.

More information about Dr. Atwater and his new role can be found at: http://www.uas.alaska.edu/chancellor/alaska-college-of-education.html

UA TEACHER EDUCATION COUNCIL CHARTER FORMALIZED:
The charter for the UA Teacher Education Council, made up of three faculty representatives from each UA university and other UA leaders, has been reviewed and approved. Faculty representation includes two faculty from each university identified by Education faculty and one each identified by the Alaska Native Studies Council.

BOR BUDGET REQUESTS INCLUDE AKCOE FUNDING:
The UA budget approved by UA Board of Regents includes a number of requests focusing on teacher preparation and pathways into the profession. Among those are: funding to expand Educators Rising (encouraging high school students to become teachers), funding for PITAAS (Preparing Indigenous Teachers and Administrators for Alaska’s Schools), expansion of Education program outreach and marketing, and growth of successful STEM and MAT programs.

MARKETING OF TEACHER EDUCATION PROGRAMS:
President Johnsen has provided some initial funding to support marketing of UA Teacher Preparation programs and for the President’s Teach for Alaska Scholarship. TV, radio, and social media ads have been appearing in locations across the entire state.
University Relations Council Update  
As of 3/29/18

Communications needs assessment
- One of the Strategic Pathways directives for University Relations was for the newly-formed University Relations Council to conduct a systemwide communications needs assessment.
- In December, President Johnsen requested the UR Council suggest a more simplified approach to the needs assessment process.
- A draft process has been developed and is being reviewed by the UR Council.
- The goals of the needs assessment are to identify redundancies, improve cost effectiveness, calculate the cost of communications across the system, and determine how we can work together more productively both intra-campus as well as systemwide.

Branding/logo use discussion
- At the request of President Johnsen, each university discussed branding and logos at their university. Each university has branding guides.
- Discussion also included:
  - How often should UA/universities be looking at rebranding?
  - What prompts us to reevaluate the logo and/or brand and change it up again?
  - There’s a difference between logo and brand – logo is the mark, where branding is more of how we message about ourselves, etc.
- Best practice is to reevaluate brand about every 5-7 years, and do brand research every few years to make sure we are best positioning and marketing ourselves.
- Refreshing brands is an important step to make sure as a university we are staying competitive and relevant, along with establishing how each university and the system office are different.
- Looking at brand research in the near future could help inform many of our emerging systemwide initiatives, especially after Strategic Pathways.

Public salary data requests
- In a continued effort to streamline public information requests, PR staff is working with the HR Council on salary data requests. HR Council is considering a request to do a twice yearly public salary data pull (in April and October) and have the data available online for inquiries rather than doing a salary pull and employee notification for each separate request.

Communication plan for 25% CTE tuition discount
- Statewide staff met with University Relations leads on 3/21 and 3/30 to discuss marketing and communications next steps. Statewide released an internal message in the Statewide Voice on 3/28 and each university is also working on its internal release. A press release is scheduled for some time in the next week.
January Leadership Workshop follow up

- Representatives from each university met with Statewide this week to discuss follow up from the January Leadership Workshop. Additional information will be coming out in the next couple of weeks.
<table>
<thead>
<tr>
<th>Strategic Initiatives</th>
<th>Objective</th>
<th>Measure</th>
<th>Dec-17 Status</th>
<th>Jan-18 Status</th>
<th>Feb-18 Status</th>
<th>Mar-18 Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Communications Needs Assessment</td>
<td>Improved service</td>
<td>On Target</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Increased alignment</td>
<td>On Target</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Cost Savings</td>
<td>On Target</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Messaging Guidelines Protocol</td>
<td>Increased Alignment</td>
<td>On Target</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Improved Communications</td>
<td>On Target</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Cost Savings</td>
<td>On Target</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>UA Community Communications</td>
<td>Improved communications</td>
<td>On Target</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Completed Initiatives</td>
<td>Improved communications</td>
<td>On Target</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Established and known mission and goals</td>
<td>On Target</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Draft charter for UR Council. Includes mission, scope, goals, etc. (sent to President/Summit Team 9/11)</td>
<td>On Target</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Strategic Pathways Decision: Establish/provide status of PR councils at each university (sent to President/Summit Team 9/11)</td>
<td>On Target</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Objective:**
- **Communications Needs Assessment:**
  - Improved service
  - Increased alignment
  - Cost Savings
- **Messaging Guidelines Protocol:**
  - Increased Alignment
  - Improved Communications
  - Cost Savings
- **UA Community Communications:**
  - Improved communications
- **Completed Initiatives:**
  - Improved communications
  - Established and known mission and goals

**Measure:**
- On Target
- Caution
- No Data

**Tasks:**
- Strategic Pathways Decision: Conduct systemwide communications needs assessment
- Strategic Pathways Decision: Conduct systemwide messaging protocol
- March update - Working group met and is restarting needs assessment.
- March update - No new update since February, websites created but still in process. Council went over each university's logos/branding policies at March meeting. See attached document for more details.
- Assigned to PR Council
- Assign to PR Council
- March update - No new update since February, council has referred this issue to the PR Council to review and make recommendations.