The Five Task Forces will be focused on:

1. Research Excellence
2. Long Term Sustainability
3. Reputation and Visibility
4. Service to the State
5. Higher Education Role

The Task Forces will have through the end of October to complete their work.

Task Force Members are listed below:

<table>
<thead>
<tr>
<th>Team Ldr</th>
<th>LT Sustainability</th>
<th>Rep &amp; Visibility</th>
<th>Service to State</th>
<th>Higher Ed Role</th>
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</thead>
<tbody>
<tr>
<td>Res Excellence</td>
<td>LT Sustainability</td>
<td>Rep &amp; Visibility</td>
<td>Service to State</td>
<td>Higher Ed Role</td>
</tr>
<tr>
<td>Team Ldr</td>
<td>Vic Elyemezian</td>
<td>Bill Dipple</td>
<td>Kumud Acharya</td>
<td>Lynn Fenstermaker</td>
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<tr>
<td>DHS</td>
<td>Joe McConnell</td>
<td>Jenny Chapman</td>
<td>(Kumud)</td>
<td>Alan McKay</td>
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<tr>
<td>DAS</td>
<td>Chris Moore</td>
<td>Johann Engelbrecht</td>
<td>Morien Roberts</td>
<td>Amber Broch</td>
</tr>
<tr>
<td>DEES</td>
<td>Jay Arnone</td>
<td>Nick Lancaster</td>
<td>Dave Rhode</td>
<td>(Lynn)</td>
</tr>
<tr>
<td>Admin</td>
<td>Peter Ross</td>
<td>Greg Morgan</td>
<td>Catherine Schell</td>
<td>Kimothy Smith</td>
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<td>Fac Sen</td>
<td>Joe Grzymski</td>
<td>Dana Trimble</td>
<td>Alex Lutz</td>
<td>Justin Huntington</td>
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<td>TAC</td>
<td>Vicki Hall</td>
<td>Monique Edwards</td>
<td>Dana Sharitz</td>
<td>Cheryl Collins</td>
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<td>GRAD</td>
<td>Katie Willever</td>
<td>Steve Gronstal</td>
<td>Kathy Bywaters</td>
<td>Steve Bacon</td>
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<tr>
<td>DRIF</td>
<td>Roger Wittenberg</td>
<td>Chuck Creigh</td>
<td>Tom Gallagher</td>
<td>Joe Guild</td>
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<tr>
<td>Exec Res</td>
<td>Alan Gertler</td>
<td>Ellie Oppenheim</td>
<td>Jim Thomas</td>
<td>Greg Bortolin</td>
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<tr>
<td>Facilitator</td>
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</tbody>
</table>

General guidelines for each Task Force -

Team Leaders - each team leaders will:
- Call and conduct task force meetings
- Provide focus and direction to their team
- Ensure productive use of the team members’ time
- Maintain communication with their Executive Resource Person.
- Meet with and brief the Executive Resource Person at least monthly. (The Team Leader and Executive Resource Person for each task force should maintain regular communication.)
- Prepare a brief one-page update outlining their committee’s progress at least every 30 days. This update will be circulated to the other Task Force Leaders and to senior staff to insure all task force participants are kept updated.

**Executive Resource Person** - *each team has an Executive Resource Person who will:*

- Support their Task Force’s efforts
- Be available to assist (either formally or informally) as their Task Force develops their strategy and related action plan.

**Team Members** - *All teams will consist of a team leader plus one representative from each of the four divisions (DHS, DAS, DEES, ADMIN), Faculty Senate, TAC, GRAD and the DRI Foundation. The designated representatives are expected to:*

- Care about the subject area
- Have the ability to set aside their personal agenda and be willing to work towards the best interest of the institution
- Be good team players and members
- Be able to put forth their opinions in a non-confrontational manner
- Have good interpersonal skills
- Be willing to serve and communicate with the group they are representing throughout the project so that there are no big surprises at the end
- Be generally available to work on this project from now through the end of October.

**Work Plan** - *Each Task Force will be expected to work as a group, and if they so choose they may use subgroups. They will be free to talk with others not on their team. They are expected to:*

1. Refine and submit final wording for the critical objective they have been assigned
2. Identify a maximum of 3 strategies to pursue (within the next 3 to 5 years) to achieve the critical objective
3. Define no more than 3 specific doable tactics (for each strategy) that can be accomplished in 3-5 years which will further attainment of the critical objective
4. Establish metrics (and the current baseline) by which progress can be measured in attainment of the specific critical objective

**Key Milestones:**

- Each Task Force is to prepare a report by the end of October that includes items 1 through 4 in the work plan listed above.
- If assistance from other DRI personnel, a facilitator or other outside resources are required, or the Team Leader needs someone to "run interference", they should contact their Executive Resource Person right away for assistance.

Posted by Jennifer Baro

Created on Wednesday, 20 August 2014 15:42

Last Updated on Monday, 25 August 2014 10:05