

To: Trevor Belnap, Scott Butterfield, Tom Dell, Susan Gilbertz, Susan Gregory, Joshua Hill, Sarah Keller, Craig McKenzie, Lance Mouser, Suzette Nynas, Kurt Toenjes, Patricia Vettel Becker, Rachael Waller, Victor White

Ex Officio: Sue Balter-Reitz, Joann Stryker, Nate Millward

From: Melinda Schlager Arnold, Ph.D.
Provost and Vice Chancellor for Academic Affairs

Date: November 30, 2018

Re: Strategic Program Alignment Committee

CHARGE:

The goal of the Strategic Program Alignment Committee is to maximize the impact of our institutional program portfolio on student success. This will require programs to think about how they currently contribute to the academic enterprise and to propose creative and innovative programmatic solutions that position the program for growth, moving forward. Decisions about the degree to which existing programs are able to meet this goal will be made by this committee and in the best interests of MSUB students.

As a committee, your role is to make recommendations to the Provost on the ability of each program to successfully achieve the above goals. In order to accomplish this task, you will need to:

- 1) Define program evaluation criteria (in addition to the criteria provided to the committee by the Provost) that each program must address in its report to you.
- 2) Create a matrix for evaluating programs.
- 3) Develop internal deadlines for meeting each task below and communicate those to the Provost.

This process will be transparent and data informed. Joann Stryker (Institutional Research) and Nate Millwood (Budget Office) serve ex-officio to facilitate this objective. There is a website on the Provost's page that will serve as a communication hub for the campus's work.

CRITERIA FROM THE PROVOST:

Program self-studies **must** include the following:

- 1) Specifically identify how the program is tied to the MSUB mission and new strategic direction. Programs will consult the reference document and identify which objectives their programs meet and how.
- 2) Establish program potential including:
 - a) Improved effectiveness: discuss opportunities that exist for improving effectiveness of the program.
 - b) Interdisciplinary efforts: discuss the interdisciplinary opportunities that could be undertaken by the program and how these could be achieved.
- 3) External demand for the program:
 - a) Career/society demand: describe local, state, and national trends for this program (e.g., employer demand, characteristics of prospective and enrolled students, appropriate levels of credentials, etc.) Explain whether trends indicate a continuing need or expansion of the program.
 - b) Student demand: describe the extent to which the program is in demand by newly-admitted students, potential students, and internal transfers.
 - c) Unmet demand: describe the degree to which the demand for this program is being met by peer institutions or competing institutions and if they are experiencing the same kinds of enrollment numbers.

TIMELINE:

November 30:	Kick off meeting: elect chair(s), begin discussion of criteria and set meetings for the duration of the effort
December 3 or 4:	Announcement to campus about Strategic Program Alignment Process and presentation of indicators to help Programs begin report writing released. Website creation.
December 14:	Criteria for departments due to Provost
January 18:	Program Reports due to Strategic Program Alignment Committee
February 8:	Recommendations due to Provost/Provost shares results with Deans
February 11:	Provost and Deans meet to finalize recommendations to Chancellor
February 15:	Recommendations due to Chancellor