

— Five UIC Academic and Administrative Task Forces —

↔ Academic Directions Task Force

Co-Chairs: Lon Kaufman Vice Provost for Planning and Programs
Robin Mermelstein Director, Institute for Health Research and Policy
and Professor of Psychology

Staff: Diane Chin Associate Director, Chicago Civic Leadership Certificate Program

Logistics: Amana Mohammad Office of the Vice Provost for Planning and Programs

Status: Convenes 4/20/10. (Co-chairs and staff now meeting and doing background work.)

Phase I report: 9/1/10

Phase II report: 12/31/10

Charge

- Gather information about the intellectual and competitive strengths of each unit and program supporting UIC's academic mission in the broadest sense, including institutes, centers, support programs, and college programs.
- Inform the campus of the specific academic areas in which we should continue to invest, invest anew, or shelter preferentially from the present financial adversity and poise for growth.
- Use internal and external sources to achieve a comprehensive understanding of UIC academic units and programs, the value of each relative to UIC's peers and to the mission and vision of UIC, and, as applicable, their cost effectiveness.
- Consider each academic unit's centrality and impact in relationship to the overall resources committed to the unit (*e.g.*, total budget, tuition generated, grant activity, publications, other qualitative indicators).
- Examine each academic unit in the context of the other units with which it interacts and the synergies it creates.
- Determine if unit's activity is essential to UIC's mission, and whether it adds a unique strength that distinguishes UIC's excellence.
- Consider whether new units or departments should be created to fill an academic role key to the future, or whether existing activities could be better (re)organized.

Report in Two Phases

- Phase I: Submit to the chancellor, provost, and Faculty Senate for general campus discussion in Fall 2010. The report should characterize the value to UIC of each program, the various means by which such values were assessed, and recommendations as to which units and programs represent directions for future growth, which do not, which would be enhanced by merger or collaboration, and which would benefit from restructuring or reform.
- Phase II: Submit to the chancellor, provost, and Faculty Senate a more detailed and reasoned version of the Phase I document. The Phase II document will serve as a prelude to a full and renewed academic strategic plan for UIC.

For more detailed information and to comment, please go to:
www.uic.edu/depts/oaataskforces

↔ UIC Administrative Review and Restructuring Task Force (External)

Co-Chairs: Penelepe Hunt, Vice Chancellor for Development
Clark Hulse, Associate Chancellor, Professor of English and Art History

Staff: Jill Sexton, Director of Special Projects, Office of Development

Logistics: Crystal Jaimes, Office of the Provost

Status: Convened 3/16/10.

Preliminary report: 6/1/10

Final report: 12/31/10

Charge

- Consider these areas: Communications/Public Relations, Development, Alumni and Corporate Relations, Governmental Relations, Economic Development, Extension.
- Identify important functions carried out by relevant unit and how each supports the mission of UIC.
- Determine if all functions are necessary; whether they can be redesigned and simplified; or whether they can be eliminated altogether, and if so, with what consequences.
- Identify annual cost of each function, whether cost is commensurate with impact, and whether the organization has mechanisms for gathering feedback and assessing and improving its own performance.
- Consider at what level (university, college, campus, outsource, etc.) the processes can be carried out in the most cost-effective manner, why, and how.
- Consider how to improve the interface between campus and central administration functions.
- Apply the reasoning provided in the university ARR task force charge.

↔ UIC Administrative Review and Restructuring Task Force (Internal)

Co-Chairs: Peter Nelson, Dean, College of Engineering
Creasie Finney Hairston, Dean, Jane Addams College of Social Work

Staff: Pat Gill, Associate Vice Provost for Planning and Programs, Policy Development

Logistics: Crystal Jaimes, Office of the Provost

Status: Convened 3/31/10.

Preliminary report: 6/1/10

Final report: 12/31/10

Charge

- Consider these areas: Energy Procurement and Consumption, Facilities and Services, Business and Finance, Human Resources, Capital Programs, Auxiliary Operations, Purchasing, Research Administration.
- Identify important functions carried out by relevant units and how each supports the mission of UIC.
- Determine if the functions are necessary, whether they can they be redesigned and simplified, or whether they can they be eliminated altogether, and, if so, with what consequences.
- Identify annual cost of each function, whether it is commensurate with impact, and whether the organization has mechanisms for gathering feedback and assessing and improving its own performance.
- Consider at what level (university, college, campus, outsource, etc.) the processes can be carried out in the most cost-effective manner, why, and how.
- Consider how to improve the interface between campus and central administration functions.
- Apply the reasoning in the university Administrative Review and Restructuring task force charge.

❖ Task Force on Information Technology at UIC

Chair: Henri Gillet, Interim Dean, Graduate College

Staff: Dana M. Plepys, Associate Director, Electronic Visualization Lab

Logistics: Danielle Smith, Research Assistant, Office of the Provost

Status: Convened 3/19/10.

Preliminary report: 6/15/10

Final report: 9/30/10

Charge

- Relate highest-priority strategic goals of UIC to their IT requirements.
- Recommend IT governance practices that allow senior leadership to set priorities and align IT efforts with campus goals, without excessive management at a technical level.
- Recommend ways to increase the transparency of the governance process.
- Recommend changes in organizational responsibilities that would improve IT services, including considering centralized versus distributed services.
- Recommend adaptive funding mechanisms and appropriate funding and resource levels.
- Recommend funding models sufficient for high-priority needs while incentivizing good behavior.

❖ UIC Records Management Task Force

Chair: Mary Case, University Librarian

Staff: Linda Naru, Coordinator, Communication and Marketing, University Library

Logistics: Jessie Duran, Customer Service Representative, University Library

Status: Convened 3/18/10

Draft report: 5/15/10

Final report: 6/30/10

Charge

- Draft a campus policy on the management of analog and electronic records, ensuring compliance with public records laws including the Illinois State Records Act and the Freedom of Information Act and ensuring preservation of records of enduring value.
- Develop a draft policy on addressing e-mail records management.
- Develop a plan for the timely creation of record retention schedules in collaboration with UIUC.
- Recommend a process for educating units on records management policy and practice.
- Recommend structure and staffing of a Records Management Program at UIC.
- Serve as a liaison to the Records and Information Management initiatives at the University Administration level and relevant UIC task forces.

For more detailed information and to comment, please go to:
www.uic.edu/depts/oa/taskforces