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September 19, 2019

Saichi

On July 30, the Board of Regents directed the President to “*reduce administrative costs immediately through consolidation and standardization of processes in “back office” functional areas...*”

In addition, the Board passed the following motion at their September 12 meeting establishing review committees in key areas.

To reduce costs and increase the share of resources dedicated to academic programs and student services, the Board of Regents directs the president, working with the chancellors, to form inter-university teams to conduct expedited program reviews of units and programs system-wide, including but not limited to the following, to determine how best to integrate, reduce or discontinue units and programs:

- *Engineering*
- *Teacher Education*
- *Health*
- *Indigenous Studies*
- *Management*
- *Natural Science*
- *Arts, Humanities and Social Sciences*
- *Career & Technical Education (CTE)*
- *eLearning*
- *Organized Research*
- *Public Service*
- *Libraries*
- *Athletics*

The board further directs the president to work with academic review teams to prioritize and determine which areas may require additional time past the November 7-8, 2019 meeting and to provide those new target dates to the board in November along with recommended changes or

findings, these reviews shall include typical information considered in routine program reviews to the extent available. This motion is effective September 12, 2019.

Although not a direct part of this charge, **I am asking you to chair a committee in the area of Student Affairs.** We will conduct a review at a statewide level by an inter-university team comprised of faculty, administrators, staff, students, and community representatives. The committee will include the Vice Chancellors and other administrative representatives appointed by the Chancellors. **Each review team will be convened by its chair, meet as needed, and provide a report to the President by 10/10/2019.** The reports will be posted for governance and public input. The President and Chancellors will review the reports, along with the governance and public input, and prepare options for consideration by the Board of Regents at its November 7 meeting.

The report should look at both “back office” functions as well as more student-facing ones and look to address the following questions:

1. What services and/or operations would a single office serving the state include?
2. Compared to our current structure of offices, what would be the administrative savings of moving from several offices to one?
3. What issues need to be resolved if the office or process is assigned to one of our three separately accredited universities as the statewide “lead”, providing service to the entire system?
4. What issues need to be resolved if the office or process is part of a single accredited statewide university?

In particular, I would like your committee to address the list of hypothetical integrated functions that were shared with the Board on September 12 (slide 33) and provide recommendations as to what can be better integrated or consolidated and what would have regional or local functions in the various accreditation structures. Finally, the report should address the integration of “common student experiences” that we presented to the Board at the June meeting.

For input to the process, your committee should consider previous academic program reviews or recommendations where appropriate. University Institutional Research offices and the UA Office of Data Strategy and Institutional Research will provide additional data as needed and post it to a Google Drive. Gwen Gruenig will provide more information on the location of the data and work with you to assign a member of our system-wide IR team to assist you on getting the data you need.

To facilitate this process, you are responsible for administrative support. You will need to record all meetings using Zoom and provide links to us. Please contact Kelly James (kajames6@alaska.edu) for information on recording meetings and budget for travel and related expenses associated with your meeting(s). We are getting the final membership names from governance and Kelly will be sending you the membership list by tomorrow. As you review the list, if you do not see the name of someone who you think would be key in this discussion, please

let me know. **Please contact your committee regarding their membership, setting up meetings and how they will access information.**

Thank you for your assistance in this process.

Paul Layer

Below is a tentative timeline for this process.

Academic Review Process Timeline [As of 9/17/19]

- 9/9 Discuss Academic Review process and committee structure with Chancellors
- 9/10 VP Layer contacts Student, Faculty and Staff Governance groups for representatives to serve on Academic Review committees
- 9/12-9/13 Board of Regents approve motion on Academic Reviews
- 9/17 Academic review committee charge sent to Academic Review Chairs
- 9/20 Academic review committee members named
- 9/23 Review committee begin work/meeting
- 10/10 Academic Review Chairs Turn in Reports
- 10/11 Academic Review Chairs present to BOR subcommittee on structure, President and Chancellors
- 10/10-11/7 Public Input on Reports (including public testimony to Board of Regents)
- 10/14 Executive Council meeting
- 10/14-10/17: Virtual Town Hall meetings. The town halls will be by specific area and will be filled in as they are scheduled. There also will be two town halls that will focus on UA structure and will be for general participation.

Oct. 14:

- 8:00-9:00 AM Virtual Town Hall #1
- 1:00-2:00 PM Virtual Town Hall #2
- 2:30-3:30 PM Virtual Town Hall #3
- 4:00-5:00 PM Virtual Town Hall #4

Oct. 15

- 8:00-9:00 AM Virtual Town Hall #5

9:30-10:30 AM	Virtual Town Hall #6
11:00 AM-12:00 Noon	Virtual Town Hall #7
1:00-2:00 PM	1 st Virtual Public Town Hall on UA Structure
2:30-3:30 PM	Virtual Town Hall #8
4:00-5:00 PM	Virtual Town Hall #9

Oct. 16

9:00 – 10:00 AM	Virtual Town Hall #10
10:30-11:30 AM	Virtual Town Hall #11
1:00 – 2:00 PM	Virtual Town Hall #12
2:30 -3:30 PM	Virtual Town Hall #13
4:00 – 5:00 PM	2 nd Virtual Public Town Hall on UA Structure

10/17	Executive Council meeting (8-12) to discussion town hall feedback
10/21	No Executive Council meeting
10/21-10/25	Drafting of recommendations
10/25	Executive Council work session/Anchorage
10/28	Executive Council meeting to review recommendations
10/28	BOR subcommittee on structure meeting
10/31	Post materials on the Board of Regents website
11/7	Board of Regents Meeting