

DRAFT MEMO TO DIVISIONAL LEADERS RE: PRAC PRESENTATIONS

FROM: Vice President Eldridge

The Planning & Resource Allocation Committee is seeing presentations by College division designed to outline a 3-5 year outlook for personnel shifts/needs and programs in need of attention (successful programs that could be scaled and/or struggling programs the College may need to move away from).

PRAC wants to make sure this is a good experience so is asking the following:

1. Use the attached template—but know you have some flexibility to accurately and fully outline your area and your personnel/program projections.
2. Consult and collaborate with each area in your division. Nothing in the presentation should be a surprise to anyone in your area(s).
3. Submit your presentation to me at least one week prior to your presentation date. PRAC commits to reviewing the presentations in advance so that we will be prepared to ask thoughtful questions.
4. We know how great every area is, so there is no need for this to be a public relations presentation. In other words, we will not be spending any time on the overview slide(s). We will review them in advance, but will ask that you go right into your 3-5 year vision, personnel, and program pieces.
5. Be sure to consider how every piece aligns with the guiding principles (included in the template). If it does not, be honest about that and call it out.
6. Be sure to speak to any pros/cons or lack of consensus surrounding any particular item. This isn't necessary for items with large-scale support in your area, just for those where there are strongly differing views on how to proceed.
7. Be sure to include, either in a slide or in your comments, a summary of your consultations that led to the items included in your presentation.
8. Please invite those who have participated in development of your recommendations to attend your presentation once the date is set.
9. Try to keep your presentation to 20-25 minutes, which will allow for in-depth discussion immediately following. PRAC may ask for you to come back with additional information.
10. If items in your presentation have implications for other areas, be sure to name that in your presentation (and consult/coordinate with that area in advance).
11. Please consult across the College as appropriate. For example, academic deans should talk about how they are calculating/representing student and faculty data and represent it similarly.
12. If you have any questions, please contact me. I will consult with members of PRAC and we will respond quickly.
13. Thank you!

As the quote in one of the template slides reads, "Change is hard because people overestimate the value of what they have—and underestimate the value of what they may gain by giving that up." I want to thank you in advance for your creative thinking and commitment to the College's mission and the principles guiding this important exercise.