

**TO:           Campus Community**

**FROM:       Academic Program Prioritization Task Force**

**RE:           Task Force Update and Communication Plan**

Since its formation in December, 2007, the Academic Program Prioritization Task Force (PTF) has been meeting weekly to review models of program prioritization, discuss prioritization concerns with leaders in the campus community, and develop a process and timeline for Humboldt's process.

**Where we are now:**

- The proposed (draft) prioritization process document is currently being vetted by various constituents on campus (senate, associated students, staff council, graduate council, dean's advisory councils, etc.).
- Representative campus groups (senate, associated students, staff council, graduate council, etc) have begun proposing a list of criteria based on sample prioritization models. These suggested criteria will be compiled by the PTF and then be available to the campus community for review, comment, and further revision per the prioritization process once approved.

**Keeping you informed and included:**

The members of the PTF understand the importance of communication with the campus community as we move through this process. Outlined below is a communication plan designed to enable faculty, staff and students the ability to participate in the prioritization process.

PTF Moodle website: This will be the primary communication vehicle. Here you will find the PTF meeting notes, draft and final documents (as they become available), places to provide input and participate in discussions related to particular issues, and links to background information and other important documents.

Weekly University Announcements: Check here for updates directing you to review new items on the PTF website.

E-mail PTF at [taskforce@humboldt.edu](mailto:taskforce@humboldt.edu): Use this address to provide direct feedback to the PTF regarding current process and draft documents.

OAA website: Backup location for PTF documents, weekly announcements, meeting summaries and links to other important documents, including the PTF website.