TO:       Provost Guilfoile
          c: Strategic Planning Group
          Jen Mans

FROM:     Bob Meyer
          Chancellor

DATE:     July 30, 2015

RE:       2015-16 ASA Targeted Projects Action Plan

With this memo, I am approving the 2015-16 ASA Targeted Projects action plan submitted by you and charging you to implement the items in the plan. Please note that the plan has been revised based on feedback from the Strategic Planning Group. This is one of 10 action plans to achieve the FOCUS 2020 goals.

You will receive a request from the PARQ office for a status update on the progress of the items in this plan. These updates will be due on December 16, 2015 and May 2, 2016. You will also be asked to present your 6-month update at a Strategic Planning Group meeting.

Thank you for your important work in achieving the FOCUS 2020 goals.
ASA Targeted Projects  
2015-16

Please use this template to identify your 3-5 FOCUS 2020 action items for this university action plan. If any lines are already completed, these are tasks that I am charging you to complete as part of this action plan in 2015-16. You may submit a total of 3-5 items, including any that have already been filled in.

<table>
<thead>
<tr>
<th>Name of Action Plan</th>
<th>Task</th>
<th>Due Date</th>
<th>Responsible</th>
<th>Are you requesting funding for this initiative? Yes/No*</th>
<th>Process Measures &amp; Performance Indicators</th>
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</table>
| ASA targeted projects | Develop a fundraising strategic plan for the Academic and Student Affairs division. | June 2016    | Patrick Guilfoile        | Mark Parsons                                           | - Determine plans for each unit/college within ASA.  
- Hold professional development sessions for faculty, staff, and administrators doing development work.  
Performance Indicators:  
Measure of financial viability  
Sources of revenue |
| ASA targeted projects | Implement recommended instructional workload guidelines for all undergrad faculty/instructors. | October 2015 | Patrick Guilfoile        | No                                                     | Governance,  
Department chairs,  
Provost coun review in the fall  
Performance Indicators:  
Average credit load taught  
SCH/FTE  
Reasons for leaving UW-Stout (faculty/staff) |
| ASA targeted projects | Develop a lab modernization procedure and plan for refreshing labs campus wide. | June 2016    | Glendalí Rodríguez       | Assoc. Deans  
Doug Wahl                                               | Recommendation report to the Chancellor |
| ASA targeted projects | Develop plans to attract and retain faculty and staff within ASA | June 2016    | Patrick Guilfoile        | No                                                     | Performance Indicators:  
Overall level of faculty/staff job engagement |
| ASA targeted projects | Preparation for Higher Learning Commission Accreditation Re-Affirmation in March 2016-implementing activity insight | March 2016   | Patrick Guilfoile        | Glendalí Rodríguez  
Meridith Drzakowski                                      | - Preparation for HLC visit complete:  
  ○ Checklist  
  ○ Campus Ready  
- Post work plan following HLC visit. |
<table>
<thead>
<tr>
<th>Date</th>
<th>What is Due</th>
<th>Responsible</th>
<th>Responsible Person Requirements</th>
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</table>
| November 13, 2015  | Call for Six Month Updates                                                 | PARQ office                          | • PARQ office sends memo and template to Action Plan Leaders/Sponsors requesting Six Month Updates for 2015-2016 Initiatives  
• Action Plan sponsors determine requirements for other initiatives |
| December 16, 2015  | Six Month Progress Update for items in 2015-2016 Action Plan              | Action Plan Leader/ Sponsor          | • Obtain progress updates from all persons responsible for one or more action items.  
• Complete progress update template provided by the Chancellor’s office  
• Submit to the PARQ office |
| January/February 2016 | Six Month Progress Updates shared with Strategic Planning Group      | PARQ office and Action Plan Leader/ Sponsor | PARQ prepares comprehensive report and posts online (Intranet)  
• Action Plan leaders each prepare 10-15 minute presentation to the SPG. Presentation includes update on major accomplishments and gaps for 2015-2016 initiatives, as well as any additional support that could be provided by the SPG to achieve the action plan goals |
| Mid to Late April 2016 | Call for Year-End Updates                                              | PARQ office                          | • PARQ office sends memo and template to Action Plan Leaders/Sponsors requesting Year End Updates for 2015-2016 initiatives and action plan for next year.  
• Action Plan sponsors determine requirements for other initiatives. |
| May 2, 2016        | Year End Progress Update for items in the 2015-2016 Action Plan          | Action Plan Leader/Sponsor           | • Obtain progress updates from current year from all persons responsible for one or more action items.  
• Complete progress update template provided by the Chancellor’s office  
• Review/obtain feedback from Action Plan Advisory Groups (ex: IT Advisory Group, Sustainability Committee)  
• Develop action plan for the next year including any funding requests  
• Submit to the PARQ office |
| May 2016           | Gap List                                                                  | PARQ office                          | • List developed of 2015-2016 action plan items that are incomplete or substantially behind schedule |
| May/June 2016      | Year End Progress Updates and Gap List shared with Strategic Planning Group | PARQ office and Action Plan Leader/ Sponsor | • PARQ prepares comprehensive report and posts online  
• Brief update to Strategic Planning Group |
| July 2016          | Action Plan Updates posted online                                         | PARQ office                          | • Chancellor approves plans for next year  
• All Action Plans posted on intranet site |