Planning for Distinction Roles and Responsibilities

The President’s Cabinet serves as the **executive team** which initiates the Planning for Distinction process by establishing the overall goal, timeline, and commitment of institutional resources required to complete the process.\(^1\)

The executive team identified the Provost and Vice President for Administration and Finance to serve as the Planning for Distinction **sponsors**. Their responsibility is to provide the administrative leadership and support for this process as well as linkage between the work of the steering committee and task groups to the executive team. The sponsors solicited participants to serve on the steering committee and task groups, are arranging for consultant assistance as required, will assist in the development of meeting agendas and timelines, will provide routine “check in” as the process unfolds, and will forward final recommendations to the executive team for approval.

The Planning for Distinction **Steering Committee** oversees the work of the task groups, synthesizes the reports received from the instructional program task group and the support program task group, evaluates recommendations resulting from the task group reports, and makes further recommendations to the sponsors for consideration by the executive team. The existing University Planning, Assessment and Budget Committee (UPABC) was enhanced with additional members to round out representation from across the campus to create the Steering Committee. The executive team appointed the Vice President for Planning, Enrollment Management, and Student Affairs (who serves on UPABC) to chair the Steering Committee. (For this academic year the normal work of the UPABC is suspended pending the conclusion of the Planning for Distinction: Program Prioritization efforts.)

The Planning for Distinction: **Instructional Program Task Group** develops program definitions, criteria, and weighting used to evaluate instructional programs, collects data required to complete program evaluation templates, solicits and evaluates completed program description templates from campus departments, and formulates recommendations for consideration by the steering committee.

The Planning for Distinction: **Support Program Task Group** develops program definitions, criteria, and weighting used to evaluate all non-instructional or support programs, collects data required to complete program evaluation templates, solicits and evaluates completed program description templates from campus departments, and formulates recommendations for consideration by the steering committee.

Any changes to instructional programs that might be recommended as a result of this process will be referred to the **Academic Senate** in accord with that body’s bylaws.

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\(^1\) Note that Cal State East Bay has adapted these definitions of the roles and responsibilities from the book, *Prioritizing Academic Programs and Services* by Robert C. Dickeson