Date: March 17, 2004

To: Roberta Rikli, Dean
    College of Human Development & Community Service

From: Tom Klammer, Dean, College of Humanities & Social Sciences
     Chair, Ad Hoc Committee to Evaluate the Proposal for a College of Education

Subject: Information Requested by Ad Hoc Committee – Due March 29

Roberta,

The Ad Hoc Committee would like some information to augment what is in the proposal for a College of Education. I'll be happy to discuss these items with you if what I am requesting isn't clear or where the information is difficult to provide.

1. In order to evaluate the staffing needs resulting from the proposal, we request an outline or organization chart of the staffing (positions and incumbents, if any) for the College of Human Development and Community Service as it is now, and for the College of HDCS and the College of Education as proposed. We have in mind clerical and technical staff positions, chairs, coordinators, budget officers, directors of development, assistant deans, associate deans, and deans—and other positions of that kind.

2. Why is it realistic to assume that the current IT staff of HDCS will be adequate to serve two colleges? No other colleges share college IT staff, and we assume that each college will have its own growing demands for web management, computer lab maintenance, and other forms of technical support.

3. Over the past several years, budget management has assumed an increasingly important professional role in college administration. The proposal doesn't mention this staffing need. Why would there not be a need for a budget director for each of the two colleges?

4. The proposal stresses the likelihood that the two colleges would be able to generate significantly greater amounts of external funding than the current
College of HDCS. However, the proposal does not include a Director of Development for each college among the staff needed to achieve the proposal's goals. Shouldn't Directors of Development (and their projected salaries) be added to the proposal?

5. Among the "infrastructure" costs referred to in the proposal, equipment is not mentioned. Will the creation of a new college result in any significant new equipment needs such as, for example, copiers, fax machines, telephones, and the like?

6. In order to help us understand the space requirements of the two colleges and how the space currently occupied by the College of HDCS will be allocated, please send me a list of the buildings (by floor) in which the current college and the proposed two new colleges will occupy space. After I receive the list, I will then obtain for you current floor plans for each of the floors in the buildings involved from Associate Vice President Jay Bond's office. We will ask that you indicate with color coding the space that is currently occupied by HDCS and the spaces that are proposed to be occupied by HDCS and Education, as well as any shared space, and that you label the space by its function.

7. After we have your space analysis, we'd like to have a subcommittee take a tour with you or someone you designate so we can see first-hand what is proposed.

Thank you very much, Roberta. This information will be of great help to us in evaluating the proposal for a College of Education.

cc: Ephraim P. Smith, Vice President for Academic Affairs Members, Ad Hoc Committee to Evaluate the Proposal for a College of Education