Task Force Roles and Responsibilities

1. **Overview:** The Task Force work is a very important part of the project because the Task Forces will take the emerging strategic plan to the next level of detail: key activities that need to occur during the next 5 years for the University to successfully execute the plan’s goals and effectively move forward its aspirations.

2. **Activity/outcome:** Each Task Force will be assigned one of the plan’s proposed strategic goals and objectives from the Strategic Directives – for which it will populate a “reporting” worksheet. (The format of this worksheet encourages Task Forces to engage in “lateral thinking” across the University rather than traditional vertical “silos.”)

3. **Membership:** Each task force will have a chair (who is also a Strategic Plan Steering Committee member) and will include members from across the administration, faculty, students and other key constituencies.

4. **Timeframe:** The task forces will be launched on January 10, 2018 with worksheets to be completed by February 22, 2018.

5. **Leadership:** The chairs will lead the group and serve as liaisons from Leadership Team and Steering Committee deliberations and communicate Task Force activities back to the project leadership. The Napa Group consultants to the project are also available to the Task Forces during this process.

6. **Overall meeting format:** Task Forces are self-directed and have flexibility as to how and when to meet (in person, teleconference, videoconference, etc.). In addition to the chair, each Task Force should have a scribe to document the work and may also want to assign someone to be responsible for project management, as needed, to assist the chair.

7. **Process and suggested steps:**
   - Convene the group, establish meeting process and communication, set the meeting calendar.
   - Assign responsibilities and accountabilities (some task forces prefer to work as a committee of the whole, while others divide up tasks).
   - Brainstorm opportunities, using members’ subject expertise, planning project data and “best practice” research with peer or aspirational programs. (Often task force members reach out to colleagues at other institutions or conduct online research for further data and information about the broader landscape.)
   - Complete a 2-page Executive Summary (narrative) and the worksheet with the information related to each initiative. Tactics should be indicated as 1st year, 2nd year, etc., in the 5-year time frame.
Submit draft worksheet by Thursday Feb. 22, 2018 to Edie Gibson, UTM project manager, email: edgibson@utm.edu.

8. **Detailed timeline:**
   - Task Force launch meeting with chairs (facilitated by The Napa Group by teleconference) – Jan. 10, 2018, 4-5 pm CST
   - Task Force meetings begin - immediately
   - Mid-point check-in meeting with chairs (facilitated by The Napa Group by teleconference) – Friday, Feb. 2, 3 pm CST
   - Task Force recommendations due – Thursday Feb. 22
   - Next Steering Committee meeting to consider, converge and finalize recommendations – Tuesday, Feb. 27, 8 am to 12 noon

**Attachments provided each Task Force:**

(1) Task Force Worksheet and Charge Document; sample TF Populated Worksheet
(2) Project background information and reports, for example:
   - Environmental Scan Summary
   - Other relevant materials as attached to each Phase on the UTM Strategic Planning website – Phase 1 background, project schedule, Strategic Directives and Steering Committee minutes - [http://www.utm.edu/strategic/]