Instructions for Vitalization Project
Recommendations

❑ Please follow the instructions below when completing your workgroup's recommendations which are to be submitted to President Glassman by December 15th.

1. Each workgroup should review the responses received from effected units and departments, and workgroups should reassess preliminary recommendations.

2. If necessary, workgroups can request additional data and information to determine whether:
   a. To keep the original recommendations;
   b. To modify preliminary recommendations; or
   c. To delete one or more preliminary recommendations.

3. *New* recommendations may also be submitted, but these should be listed on a separate page and marked as "Added Recommendations."

4. Please recall that the phrase "*watch list*" was not intended for use in the recommendations and should not be used.

5. Workgroups may use a similar format for final recommendations that was used for preliminary recommendations with the following modifications:

   a. A stand-alone listing of all final recommendations (majority and minority – supported) should be reported at the beginning of the report. This listing does not include comment, justification or other material documentation. They should be streamlined.
   b. The list should be in order of prioritization from highest priority recommendation to lowest. (For example, the Facilities Workgroup should identify what facilities projects they believe should take precedence over others.)
   c. Each recommendation in the list should include whether it was a majority or minority supported recommendation.
   d. After the page or pages of the stand-alone list of final recommendations, the Workgroup will complete the remainder of their report.

6. The list of prioritized final recommendations and supportive materials should be submitted by the chairs of Workgroups #1 - #7 to the President's Office by December 15, 2016

Eastern Illinois University
Vitalization Project

_____ Workgroup #__

Recommendations

December 15, 2016

<u>Recommendations</u>

1.0   This section should provide recommendations only, without additional narrative, that are *prioritized* and *endorsed by the workgroup* pertaining to specific programs and services in the following categories:

    1.1   (Prioritized) Recommendations for programs or services to continue with increased resources.
         1.1.1   Program/service A
         1.1.2   Program/service B

    1.2   (Prioritized) Recommendations for further efficiencies or changes to enhance marketability and/or increased student enrollment.
         1.2.1   Program/service C
         1.2.2   Program/service D

    1.3   (Prioritized) Recommendations for programs or services to develop a plan to enhance operational efficiency.
         1.3.1   Program/service E
         1.3.2   Program/service F

    1.4   (Prioritized) Recommendations for program or service deletion or outsourcing.
         1.4.1   Program/service G
         1.4.2   Program/service H

2.0   **Recommendations –** *Minority Opinions*
The recommendations listed here include comments or opinions expressed by one or more group members which were not adopted as consensus recommendations. These recommendations should not be attributed to members by name.

    2.1   Recommendations for programs or services to continue with increased resources.

    2.2   Recommendations for further efficiencies or changes to enhance marketability and/or increased student enrollment.

    2.3   Recommendations for programs or services to develop a plan to enhance operational efficiency.

    2.4   Recommendations for program or service deletion or outsourcing.

3.0   **New Recommendations** (if any, listed on a separate page)

4.0   **Supporting information and materials** (this section includes data, supporting information/explanations, etc. that the workgroups determine is necessary to provide in support of the recommendations listed above.)

Conclusion or Summary

This section highlights the group's overall conclusions, recommendations or other points.