

MEMORANDUM

Date: March 29, 2016

To: Cory Stokes, Co-Chair
Tim Ebner, Co-Chair
TBD Project Manager
Matt Lopez
Brenda Burke
Ann Darling
Lisa Zaelit
Beth Howard
Mike Martineau
Jon Thomas
Stacy Ackerlind

Anne O'Brien*
Amy Bergerson*
Mark Winter*
Ed Barbanell*
Kathryn Kay Coquemont*
Ryan Hines*

*invited to participate when needed

From: Ruth Watkins, Mary Parker, Martha Bradley Evans, Barb Snyder, Steve Hess, and Cathy Anderson

Re: **Creating an Integrated Student Team (IST)**

We are writing to invite you to serve as members of the Integrated Student Team (IST), a new effort to guide the University of Utah as we design, develop and implement an improved, unified experience across the student life cycle (i.e., from recruitment to admission, financial aid to orientation, registration, advising, retention and degree completion). We recognize that this is a comprehensive undertaking that requires the engagement of many offices and individuals, and that will continue over a significant period of time. We also acknowledge the many achievements to date and your contributions to our shared success.

As the Integrated Student Team, we ask that you begin with the development of a simple strategic plan. This plan would provide an overview of the major projects to be undertaken, a general sense of the sequence and interrelation of these projects, and a summary of offices and individuals who would be central to accomplishing various projects. Technologies to be explored (or enacted, in the case of capabilities that already exist but have not yet been used) may be highlighted, but we also recognize that you may not yet have knowledge of available technologies, and that some projects may not require significant new technologies.

In terms of roles, Cory Stokes and Tim Ebner have graciously agreed to chair the IST. The Project Manager (TBD) will provide detailed knowledge of various technologies and the fit with the needs and capabilities of the U, and advise the team on strengths and limitations of various technologies. Team members will represent their functional areas and roles within the university, and step beyond their own areas to consider the best interests of students and the university as a whole. Overall, the IST will be guided by a commitment to improve the student experience at the University of Utah.

The IST will provide recommendations to the senior leadership of the University, who has the responsibility to thoughtfully consider your recommendations and determine the timing and sequence of implementation.

Thank you for considering this invitation to serve. We look forward to what we will achieve together, for the benefit of University of Utah students.