**Alamo Colleges**

Executive Faculty Council

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| **Name of Work Proposal**  **Initiator**  **Contact**  **BACKGROUND** | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  PHONE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_EMAIL: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Please provide a brief background including what the problem is and why it is important (250 words or less).  What has been done to address this issue? | |

1. **Charge and Work Products**

In 150 words or less:

What is the requested outcome? A plan? A set of recommendations?

A cost-benefit analysis?

1. **Known Constraints, Criteria, or Design Principles**

Is there a budgetary impact? Are there logistical constraints?

Are there legal implications? Is there a required format from an internal or external stakeholder?

1. **Relevant Strategic Objectives**

Which of the Alamo Colleges’ Strategic Objectives is served by the work?

* 1. Student Success
  2. Principle-Centered Leadership
  3. Performance Excellence

1. **Sponsor of the Work**1

Which administrative role do you recommend is best to support this work? 2

1. **Internal Stakeholders or Constituents**

Who are the individuals or groups at the Alamo Colleges who should be involved in this work?

Whose expertise are needed to address the issue?

Who might be surprised that they weren’t included in the discussion?

1. **Preliminary List of Team Members**

Are there specific individuals from the stakeholder groups above who should be included in the Ad Hoc team?

1. **Deadline for Work Product**

When is the final deliverable due? When does this issue need to get resolved?

1 The role of the sponsor is to support the faculty by removing barriers, securing needed resources and providing an administrative lens to the considerations.

2 EFC Administrative Members include Chancellor, Vice Chancellor for Academic Success, Associate Vice Chancellor – HR, College President, College Vice President for Academic Success and College Vice President for Student Success.