

# Memo

**To:** Task Force Members  
**From:** Dale A. Brill, Chair  
**CC:** FLHigherEd.org for Public Review  
**Date:** 8/13/2012  
**Re:** Action Items and Cadence for Remaining 56 Working Days

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Your review of the “real-time record” of our July 26 Collaborative Workshop should provide a turning point toward development of viable *options* for wider Task Force deliberation as the next step toward our ultimate goal of final recommendations on October 30. My desire is for the three sub-committees (e.g., accountability, governance and funding) to meet telephonically or in-person, as needed, between now and September 17. Your objective between now and September 17 is to craft initial options to foster broader conversations with the balance of the Task Force during the upcoming webinars.

As a guide, our remaining sequence looks like this:

July 26 – August 13: Review product of Collaborative Labs Workshop.

August 14 – September 14: Sub-committee meetings and work to develop “viable options” and begin development of business case for each.

September 17: Send viable options and corresponding support to the Chair who will consolidate and prepare all submissions for the web conference on September 21.

September 21: Web conference workshop to discuss sub-committee’s proposed options. NOTE: Proposed time is 8:30 a.m. – Noon.

September 24 – October 5: Sub-committee meetings and work to further options into recommendations, including business case details for each.

October 8: Send proposed recommendations in PowerPoint format to Chair for consolidation and preparation for October 12 web conference.

October 12: Web conference workshop to deliberate and vote on final recommendations.

To put the Task Force in the best possible position to evaluate and improve upon your proposed options and recommendations during our September and October webinars, please give your best effort to provide data and logic necessary to develop a business case for each option you bring forward. As indicated above, you are asked to send me the options (and draft business case for each) no later than September 17 in order for them to be discussed by the full Task Force during the September 21 webinar. I will consolidate them and have them ready for display on the webinar.

To guide you in this effort, I've provided a guide below to help make the strongest possible business case for each option:

1. Ensure the recommendation fits and achieves the Task Force's charge as articulated in the Governor's Executive Order?
2. Provide support demonstrating how the option contributes positively to Florida's achievement in the areas below (as applicable to the sub-committee's focus):
  - a. National leadership in university and college affordability.
  - b. National leadership for graduates finding jobs in their fields of study.
  - c. National leadership in the percentage of students receiving STEM degrees.
  - d. National leadership in workforce preparation, based on Florida employers satisfaction.
3. Demonstrate how the option improves the SUS ability to improve delivery of value to Florida's four primary stakeholders.
  - a. Taxpayers
  - b. Students/Parents
  - c. Employers
  - d. State Officials (Governor and Legislators)
4. Contemplate the option's direct and indirect impact on a family of four. Acknowledging the dangers of "averages," consider whether these impacts vary across the spectrum of gender, ethnicity and racial differences. Think in terms of access, debt and earning potential.

Finally, please remember that your work should be conducted according to Florida's [Sunshine Law](#). Please let me know as soon as you've scheduled a meeting or phone call so that I can notice the media and public. As you communicate about meeting dates/times, you should not discuss substantive matters or share content (e.g., reports, research) related to your subcommittee in isolation. If you have files to share among yourselves, send them to me and I will distribute accordingly, including posting what you send to our web site for public viewing. Please be sure that you have copyright permission for public distribution.

Thank you for your continued dedication to this effort. Now the heavy lifting begins!