

July 14, 2011

To:

Chair: Jennifer Radke, UC Davis
Members: Janet Kodish, UC Berkeley
Shohreh Bozorgmerhi, UC Irvine
Robert Rodgers, UCLA
Vicki Long, UC Riverside
Wade Blomgren, UC San Diego
Tia Thompson, UC Santa Barbara
Magge McCue, UC Santa Cruz
Gary Gyorkos, UC Santa Cruz
Darryl Quan, UC Santa Cruz

Re: Appointment to the ETLG Business Operations Workgroup

This letter is an invitation to serve on the ETLG Business Operations Workgroup for the year 2011-2012. Jennifer Radke has been asked to chair the Business Operations Workgroup for 2011-12. This workgroup will continue to focus on business operations within the educational technology departments at each university, including budgetary and financial matters, billing, rate development, fiscal strategies, and service quality. In focusing on these matters, we have the opportunity to determine better, more cohesive strategies to create more effective and efficient departments. Most importantly, our primary responsibility is to respond to requests from the Educational Technology Leadership Group regarding researching and analyzing questions related to finance and business operations.

In Fiscal Year 2011-12, this workgroup will focus on the following topics:

- Investigate methods to procure permanent funding (possibly write a business plan) for replacement of equipment in the General Assignment classrooms. There is a need for predictability of the funding for equipment, so a replacement methodology and plan can be determined and followed;
- Use this Workgroup to gain access to and support grants for instructional technology;
- Meet with the other ETLG Workgroups to gain insight into the details of the services and the support needs for them (such as priorities, areas of extreme need, etc.). In particular the Learning Spaces and Learning Applications group as related to the OIPP work happening system-wide and the general assignment classrooms issue noted above;
- Explore the possibility of a system-wide strategic sourcing of A/V equipment at the campus level;
- Share information with workgroup members regarding the ongoing OIPP project;
- Develop a statement for ETLG review regarding which UC activities are centrally funded (part of the common good) and which are not. Once determined, write up proposed standards for these activities across all UC's.

Members of this workgroup are appointed by each university's ETLG liaison, in consultation with appropriate campus leadership. The workgroup reports progress, findings, and recommendations to the ETLG at mid year and at year end. The end of year report summarizes the workgroup's activities, findings, and recommendations and is due to the ETLG no later than May 1st for inclusion in the ETLG end of year report.

On behalf of the ETLG, we want to thank you for your willingness to serve on this important committee that will continue to provide senior leadership with qualified advice and recommendations. As your liaisons to the ETLG, we are available to the workgroup to assist in any way we can and will provide cross-communications between the ETLG and BOWG.

Sincerely,

Mara Hancock
ETLG Primary Liaison to the BOWG
UC Davis

Jeff Henry
ETLG Secondary Liaison to the BOWG
UC San Diego