To: Distribution List
From: George Yelland
AACC Chair

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Subject: AACC Sweeps
Copies:

Each year ITS works in concert with the AACC to conduct an AACC “Sweep” to gather AACC constituent priorities for ITS for the upcoming Fiscal Year. This year we have agreed to conduct face-to-face interviews to gather these priorities as opposed to the survey method used last year. A basic set of questions are attached that will be used to guide the meeting. Also attached is the 2002-2003 AACC Priority list to help in your preparation.

During the next three weeks we will be scheduling interviews with each “division level” organization represented by the AACC: Academic Affairs, Administration & Finance, Student Affairs, University Advancement, ASI and the Foundation. At the June 9, 2003 meeting of the AACC we will present and discuss the findings of our survey. At this meeting we will refine and finalize the AACC priorities for the 2003-2004 Fiscal Year.

At the May 27, 2003 meeting of the AACC we will provide the opportunity for each representative to present a “report card” of how well they feel ITS met their needs during the 2002-2003 Fiscal Year and how well ITS did in meeting the priorities set out for them by the AACC last year. Please review the attached 2002-2003 AACC Priority list in preparation for this meeting as well, this list is also available on-line at:

http://aacc.calpoly.edu under the priorities tab.

The finalized 2003-2004 AACC priority list will be taken, along with the IACC and SC3 priority lists, to a conference committee meeting in July to balance campus resources against all three priority lists and come up with a campus level priority list for presentation to the IRMPPC in September. The conference committee will consist of leadership from ITS; the AACC, IACC, and SC3 chairs; and cross committee representatives (e.g. IACC representative to the AACC).

Schedule:

May 12 – May 23: AACC Sweeps Interviews
May 27: AACC “Report Card” meeting for ITS against 2002-2003 AACC Priorities
June 9: AACC Sweeps review / 2003-2004 Priority list development
July 16: Conference Committee meeting to build combined campus priority list using AACC, IACC, and SC3 priorities as input balanced against resource availability.
September: Presentation of priority lists to IRMPPC for final approval

Attachments
AACC SWEEPS
Fiscal Year 2003/2004
Questions

1. What are your top five business goals for 2003/2004?

2. What are the three to five most important information technology issues/projects/services ITS can focus on during FY 2003-2004 to help you meet these business goals?

3. Do you have other specific suggestions for how ITS can improve any specific services or provide new useful services not captured above? If so please note these suggestions below: