

THE EVERGREEN STATE COLLEGE

DTF COMMUNICATIONS REPORT

NOTE TO THOSE CHARGING A DISAPPEARING TASK FORCE:

1. Please fill out this form completely and legibly when you first form the DTF.
2. Send completed form to the Information Center.
3. Make a copy and send to Sounding Board through the Information Center.

NAME OF DTF

PERSON CHARGING DTF: (Name) Charles McCann (Date) 12/10/76
(Office Number) Lib 3109 (Phone) -6100

CHARGE (Summary): CITIZENS EVALUATION GROUP REPORT - so that McCann can report on impact of assessment, list (work completed), (2) work in progress, (3) an action plan for what remains, (4) a schedule of appraisal of the action referred to above.

(please attach additional information)

MEMBERS OF DTF:

Chairperson: (Name) Ed Kormondy (Title) Vice President & Provost
(Office Number) L3131 (Phone) -6400

Others

<u>(Name)</u>	<u>(Student, Faculty, Staff?)</u>	<u>(Campus Office or Address)</u>	<u>(Phone)</u>
<u>Stone Thomas</u>	<u>staff</u>	<u>L3237</u>	<u>-6034</u>
<u>Rob Knapp</u>	<u>staff (assoc dean)</u>	<u>L2211</u>	<u>-6521</u>
<u>Larry Stenberg</u>	<u>staff</u>	<u>L1200</u>	<u>-6296</u>
<u>Judy Annis</u>	<u>staff</u>	<u>L3114</u>	<u>-6128</u>
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DUE DATE FOR FINAL REPORT:

February 1, 1977

FIRST MEETING:

(Date) _____ (Time) _____ (Place) _____

DTF SELECTION METHOD:

Random? _____

Members chosen because of expertise or job category? + involvement in decision making

Both of the above _____

Procedure For Selection:

Volunteer Service List _____

Community Service List _____

Other (specify) _____

GENERAL INFORMATION

As you charge a DTF and as it functions, please refer to the following:

1. COG II procedures for communicating about DTF's.
2. President's directive in memorandum dated May, 1974.

IT IS IMPORTANT THAT.....

1. Each DTF appoint a communicator to report progress to Information Center and Sounding Board. (Communicator urged to attend Sounding Board meetings.)
2. All minutes of DTF meetings be sent to Information Center.
3. Advance notice of meetings be sent to Information Center.
4. Final report of DTF be forwarded to Information Center.
5. Person (the charger) receiving the final report communicate his/her response to (a) the DTF members, (b) Information Center, (c) Sounding Board.

QUESTIONS?

Call Information Center (6300)

NOTE: All details pertaining to this DTF received by the Information Center have been placed in a Code Book at the Center and are referenced behind a colored tab bearing the DTF number assigned.