



Dear College of Arts & Letters Faculty and Staff,

Thank you for your steadfast commitment to provide our students with meaningful learning experiences during this difficult time. As we continue to navigate the unprecedented challenges brought on by the current pandemic, we have sought to remain focused on the [core values of equity, openness, and community](#). To this end, I want to provide you with an update on the progress of the [Budget Reduction Task Force](#) (BRTF) as part of the [2020 Contingency Plan](#). As the subcommittee chairs discussed this past August during our College Town Hall, we want to provide a structure for shared engagement and decision-making to ensure that future cuts align with the College's commitment to our core values.

The subcommittees are in the final stages of preparing those recommendations, which are **due on October 8th**. Below please find summary updates from the three subcommittees.

Curriculum and Programmatic Shifts Subcommittee - Chair Jackie Rhodes (WRAC)

This subcommittee has focused on smaller working groups within the subcommittee in order to discuss innovative course designs, scheduling processes, and increased access to data. This will allow chairs and directors to make informed decisions about how to deliver and staff a curriculum that actively engages students, supports our diversity, equity, and inclusion commitments, and responsibly stewards our resources.

Staff Structures and Personnel Adjustments Subcommittee - Chair Yen Hwei-Lin (LingLang)

This subcommittee is finalizing recommendations in three areas: staff structures, pathways to retirement, and personnel adjustments. A shared business team model for staff restructuring is emerging, and recommended guidelines will be provided for faculty to chart meaningful pathways to retirement and for each unit in the College to assess personnel needs, hiring practices, and the workloads of faculty and academic staff.

Academic Structures Subcommittee - Chair Arthur Versluis (Religious Studies)

This subcommittee has completed a draft of a report featuring pros and cons of various ideas or proposals for budget savings, and some subcommittee recommendations that focus on potential synergies between units or across the College.

After receiving recommendations from the subcommittees mentioned above, I will review and follow up with questions before assessing and making decisions on next steps. Prior to making any decisions regarding College budget reductions, we will have a Town Hall at the end of October or beginning of November 2020 during which the subcommittee chairs will present recommendations to the College faculty and staff. As in August 2020, this College Town Hall will be hosted by the College Advisory Council (CAC).

In closing, I want to invite you to offer feedback and track the progress of each subcommittee on the [BRTF landing page](#) on the College website.

Please continue to be safe, stay well, and take care.

Sincerely,

A handwritten signature in green ink, appearing to read "Chris P. Long", with a large, stylized flourish at the end.

Christopher P. Long
Dean, College of Arts & Letters