

# STATE OF COLORADO



DEPARTMENT OF HIGHER EDUCATION  
*Colorado Commission on Higher Education*

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September 27, 2012

<Address>

Dear <President> and <Chair>,

On behalf of our colleagues on the Commission on Higher Education, we write to provide you with information concerning the way in which we propose handling the remaining steps of the performance contract process. As we enter this final, critical phase of the master planning process, we are grateful for your continued cooperation and counsel.

At its last meeting, our fellow commissioners and we agreed to serve as “liaisons” to governing boards. In these roles, commissioners will make themselves available to discuss and provide support to the contract process. The commissioners that serve as your liaisons are < > and < >. Their contact information is attached to this document.

State law directs us to have performance contracts completed by December 1, 2012, though we notified the General Assembly that additional time may be needed to complete this process as a result of our providing an additional comment period on the proposed Master Plan. On Thursday, December 6, 2012, the Commission on Higher Education is scheduled to meet. The timeline below works backward from this date, though we may consider alternative deadlines in order to accommodate known encumbrances, such as the timing of fall board meetings.

**Preliminary Meetings (October 5 – 22, 2012).** During the first three weeks in October, we suggest that campus executives, CCHE liaisons, DHE staff, and one or more members of your governing board arrange a meeting (in person or on the phone) to discuss the institution’s performance plan and answer any questions the campus representatives may have about the process. During these meetings campus leaders and governing board members should plan to discuss the ways in which proposed performance indicators are in synch with or complement campus or system strategic plans. Campus leaders may also wish to familiarize CCHE members with their current enrollment and completion data, lists of peer institutions, and any priority initiatives underway on campus.

**Solicit Initial Campus Responses (October 26, 2012).** By Friday, October 26, 2012, institutions should provide written responses regarding the ways in which the system or

institution plans to address the master planning process. Specifically, institutions or systems should provide the following to the Commission: (a) comments on the proposed performance worksheet (enclosed; discussed below), (b) proposed institutional or system-specific indicators, and (c) proposed policies/statutes from which the institution or system seeks new or continuing flexibility.

**CCHE Meeting (November 1, 2012).** At its November 1, 2012 meeting, which will take place at Regis University in Denver, feedback from the campuses or systems will be presented to and discussed by the Commission. It is planned that, at this meeting, the CCHE will act on the final version of the performance contract templates and adopt performance indicators, including those developed by campuses or systems.

**Additional Meetings (November 2 – December 1, 2012, as necessary).** Between November 2, 2012 and December 1, 2012, campus representatives, CCHE liaisons, and DHE staff should plan to meet to discuss any outstanding items with institutions' performance contracts.

Attached to this letter are two important documents for your review. The first is a draft performance contract. This document was prepared by the Office of the Attorney General and is intended to serve as the standard template upon which all of the contracts will be based. It is very similar to previous performance contracts, though it has been updated to reflect new dates and policies. Please review it with your legal counsel. If you have any comments on this draft contract, please share them with your CCHE liaisons.

Though we may waive certain policies in Article I of Title 23, state law (23-5-129 [7][b] C.R.S.) specifically requires that institutions operating pursuant to a performance contract must continue to follow the state's admission policy for resident students as described in 23-1-113.5 C.R.S. Importantly, because the state's remedial placement and transfer policies are intrinsically and interdependently tied to the state's admission policy, and all of these policies are directly connected to major reforms underway in the K-12 system, we propose to maintain these policies. Please note that we remain committed to revising these policies as appropriate to improve outcomes for students across the state. In fact, campus and system-level staff members from throughout the state are actively studying and proposing modifications to these policies.

The second document is a performance "worksheet" that can be used to identify the indicators most appropriate for the conditions on and roles and missions of your campuses. We propose to use this worksheet as the basis for each campus or system's performance plan. The indicators in the document should generally be familiar to you, as most were presented or discussed in the Master Plan. If your campus or system wishes to create an additional indicator or indicators, please share these with your CCHE liaisons in October; these will be shared with and discussed by the entire Commission in November. By mid-November, we request that each governing board complete and submit a performance worksheet for its campus, campuses, or system.

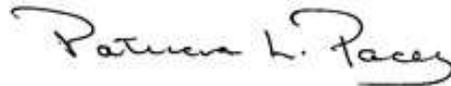
Again, these worksheets will be presented to and discussed by the Commission at its December 6, 2012 meeting.

Again, thank you for your ongoing cooperation with this process. We genuinely look forward to working with you this fall.

For the Commission,



Richard Kaufman  
Chairman



Patricia L. Pacey  
Vice-Chair

CC: Members of the Senate Education Committee  
Members of the House Education Committee

*Encl.*

**Contact Information for Liaisons:**