



October 25, 2017

Kara Adams, Director of Community Engagement, Chair  
Claire Peinado, Director of Integrated Learning, Co-chair  
Bruce Burgett, Chair, Community Engagement Council  
Deanna Kennedy, Associate Professor, School of Business  
Russ Cannon, Director, Office of Institutional Research  
Jonathan Cluts, Director of Strategic Initiatives, Office of Academic Affairs

Dear Colleagues,

As the Chancellor announced in his October newsletter, UW Bothell will be seeking designation from the Carnegie Foundation as a Community Engaged institution. As you know, UW Bothell has a long history of community engaged teaching, scholarship, and service. Taking steps to further institutionalize community engagement at UW Bothell underscores its importance as one of our three distinctive campus methods (“3Cs”)—a powerful identifier that reflects our promise to be a “regionally accountable public university.”

The pursuit of Carnegie classification, elective for colleges and universities, will further strengthen the role and impact this work has on our region as well as our campus community. Building on the advisement of the Community Engagement Task Force and Community Engagement Council across the last 3 years, I am pleased to charge a working group to lead the pursuit of Carnegie Community Engagement Classification for UW Bothell. I am pleased to appoint you as members of the Carnegie Classification Core Team, to provide the sustained coordination that is required to prepare a successful application. As members of the Core Team, I ask that you do the following:

- Coordinate and organize preparation for submission in April, 2019 of the Carnegie application for consideration in the 2020 cycle;
- Work collaboratively with the Chancellor’s Community Engagement Council as the chief Advisory body for the Carnegie application;
- Engage broad campus stakeholders to identify existing strengths and best practices as well as areas of Community Engagement development that are necessary to prepare a competitive Carnegie application;
- Pay particular attention to the following areas of Community Engagement development that will be important to our application:
  - How can Community Engagement efforts best be considered in the Promotion & Tenure process?
  - How can we most effectively assess and integrate Community Engagement throughout the campus curriculum?
  - How can we best assess the impact of Community Engagement work on faculty, students, community partners, and the institution, as outlined by Carnegie?

- Maintain communication with our tri-campus partners in UW Seattle and UW Tacoma as each campus prepares its unique application.

While this committee reports directly to me, because this is a campus process, I ask that you provide regular updates to the Chancellor's Executive Team (CET), the Community Engagement Council, GFO Executive Council and Campus Council on Assessment and Learning (CCAL), and Academic Affairs Leadership Council (AALC) to enable and support the above activities. I know that you will need some resources to support this effort. I will schedule a meeting with Kara and Claire to discuss priorities for allocation of resources.

I am grateful for your willingness to provide leadership for the very important campus process. Achieving this designation will enable us to clarify and solidify our continuing commitments to Community Engagement as a core campus distinction and value. I look forward to working with you in support of this process.

Sincerely,



Susan Jeffords  
Vice Chancellor for Academic Affairs

Cc: Bjong Wolf Yeigh, Chancellor  
Linda Watts, Chair, General Faculty Organization

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