Table 3   **Scorecard for Institutional Change Proposals**

Areas of Quality	Description	Points Available	RFP Location	Points Awarded
GENERAL CRITERIA				
Criterion 1	Readiness for change	13 points	3, 4, 5, 6	
1.1	Leadership	2 points	4.4, 5, 3.2, 3.3	
1.2	Participants past successes	2 points	3.2	
1.3	Sense of urgency – gap analysis	4 points	2.2/2.3	
1.4	Communication plan	2 points	5, 6	
1.5	Inclusion of impacted people	3 points	1, 3, 4.1, 4.2, 5	
SPECIFIC CRITERIA MATCHING RFP COMPONENTS				
Criterion 2	Vision of change	7 points	2, 3	
2.1	Values to be impacted	3 points	2.3, 3.3	
2.2	Description of goal state	4 points	3.4, 2.1	
Criterion 3	Significance of impact	17 points	1, 2, 3, 6	
3.1	Alignment to university mission	3 points	2, 6, 1.1	
3.2	Support of strategic plan	3 points	2.6, 1.6	
3.3	Improved student learning	4 points	7, 1, 1.4	
3.4	Improved student success	4 points	7, 1, 1.4	
3.5	Issue analysis	3 points	2, 5, 1.5	
Criterion 4	Feasibility of success	15 points	3, 4	
4.1	Risk analysis	5 points	4.5, 3.4	
4.2	Cost-benefit analysis	5 points	3.6, 4.2, 4.3, 4.5	
4.3	Overall strength of plan	5 points	3, 4	
Criterion 5	Team strength	8 points	4.3, 4.4, 5.5, 3.2, 3.3	
5.1	Collective skill set	4 points	Throughout	
5.2	Roles and responsibilities	2 points	4.3, 4.4, 3.3	
5.3	Interdisciplinary/cross functional	2 points	3.2, 3.3	
Criterion 6	Commitment of change process roles	10 points	4, 5	
6.1	Change sponsor(s)	4 points	4.4, 5	
6.2	Change agents	4 points	4.4, 5	
6.3	Change advocate(s)	2 points	4.4, 5	
Criterion 7	Measures of success	11 points	1, 2, 3, 6, 7	
7.1	Potential for external funding	4 points	7	
7.2	Sustainability	4points	4, 5	
7.3	Defined outcomes	3 points	1.2, 3, 4, 2.3, 3.1, 3.6, 6.7, 7	
Criterion 8	Professional development	5 points	4, 5	
Criterion 9	Resource requirements	7 points	3, 4, 5, 6, 7	
9.1	Adequacy	3 points	3.5, 4, 6	
9.2	Minimum resources needed-year1	2 points	3.5, 4, 6	
9.3	Meets institutional fiscal and personnel policies	2 points	3, 4	
Criterion 10	Literature search	7 points	1, 2, 4	
10.1	Aligned with best practices	3 points	1.7, 2, 4.3	
10.2	New ideas supported by others	2 points	1.7, 2, 4.3	
10.3	Knowledgeable in area	2 points	1.7, 2, 4.3	