**Student Services Request for Information (RFI)**

**FY2023-24**

**Prepared By: Pratham Sharma, Director of SSRC**

**“Unit Name” (Please replace Unit Name and Type-in your department’s name)**

**“Prepared By”**

As the Chair of the Student Services Review Committee (SSRC), I wish to express our commitment to ensuring the productive allocation of student fees for the enhancement of services that cater to our student body's needs. Additionally, we plan to add a new principle of information sharing by publishing SSRC deliberation in the Sentry newspaper and Student Life email. This collaborative approach underscores our dedication to transparent decision-making and student-centric service improvements.

Lastly, post your SSRC presentations we, the SGA, would like work together with your department in order to facilitate your unit’s journey to achieve the goals you have set. This will occur prior to SGS endorsing your units/areas.

**To facilitate our comprehensive review, we kindly request the following:**

* An expense report explaining the percentage allocation of funds (with the total amount mentioned somewhere) within each sub-division of your department.
* Usage statistics reflecting the proportion of unique students and recurring users of the services.
* Please describe your team’s effort towards the student body that have utilized your services (factors like retention, follow ups, suggestions) and those that have yet to utilize (marketing, tabling/events to attract more students).
* Insights on how the SGA can contribute to fostering increased student involvement.
* Recommendations for the SGA on facilitating communication between your unit and administrative bodies.

**Additionally, as SGA we request your input on these parameters:**

1. What services does your unit provide?
2. How do you plan to create an impact on student lives?
3. What are some accomplishments your department is proud of?
4. How does your unit support underserved and marginalized students through its services?
5. How does your unit support cater to the different needs of Graduate and Undergraduate students?
6. If possible, please showcase your anonymous student feedback that you have surveyed recently.
7. What strategies do you intend to employ to contribute to the realization of CU Denver's 2030 Strategic Plan? Please include your departments future goals as well.

**Lastly, We request you to please include all this information requested above in your presentations as well.**

**Mail for AVP’s**

Subject: Request for Information and Senate Presentation Scheduling

Dear Vice Chancellor [Last Name] / Associate Vice Chancellor [Last Name],

I trust this message finds you well. I am writing to formally request information on behalf of the University of Colorado Denver Student Government Association Senate Body. Attached to this email, you will find a Request for Information (RFI) document, which outlines the details and scope of the information we seek from your department.

We highly value your insights and expertise and believe that your department's input will greatly enrich our discussions. We would like to invite you to present the requested information to the Senate. This presentation will include an overview of the dossier from your department, followed by a question-and-answer session with Senate members.

To ensure a convenient scheduling arrangement, we have created a Sign-up genius link where you can choose your preferred date and time slot. If Senate Fridays don’t work you, please reach out to us so that we can figure out a different date and time.

Once we receive your preferred time slot, we will confirm the schedule and provide you with further details. We anticipate the presentation to be approximately 1hr in length(25 mins for presentation, 25 mins for QnA and 10 mins Buffer), including time for both the presentation and the Q&A session.

We encourage the unit/program director(s) presence along with your participation as it will contribute significantly to our decision-making processes, and we sincerely appreciate your willingness to engage with the Senate on this matter.

Thank you for your attention, and we look forward to your positive response.

Best regards,

Pratham Sharma

Director of Student Services Committee

Pratham.sharma@ucdenver.edu

Attachment: Request for Information (RFI) Document

**Convocation RFI**

**Student Services Request for Information (RFI)**

**FY2023-24**

**Prepared By: Pratham Sharma, Director of SSRC,**

**“Unit Name” (Please replace Unit Name and Type-in your department’s name)**

As the Chair of the Student Services Review Committee, I wish to express our commitment to ensuring the productive allocation of student fees for the enhancement of services that cater to our student body's needs. Additionally, we plan to add a new principle of information sharing by publishing SSRC deliberation in the Sentry newspaper and Student Life email. This collaborative approach underscores our dedication to transparent decision-making and student-centric service improvements.

Lastly, post your SSRC presentations we, the SGA, would like work together with your department in order to facilitate your unit’s journey to achieve the goals you have set.

**To facilitate our comprehensive review, we kindly request the following:**

* Could you kindly provide a comprehensive update on the actions and outcomes undertaken in response to the feedback and suggestions on the **marketing and advertising of the department’s events** raised during last year's SSRC meeting?
* An expense report explaining the percentage allocation of funds (with the total amount mentioned somewhere) within each sub-division of your department.
* Usage statistics reflecting the proportion of unique students and recurring users of the services.
* Please describe your team’s effort towards the student body that have utilized your services (factors like retention, follow ups, suggestions) and those that have yet to utilize (marketing, tabling/events to attract more students).
* Insights on how the SGA can contribute to fostering increased student involvement.
* Recommendations for the SGA on facilitating communication between your unit and administrative bodies.

**Additionally, as SGA we request your input on these parameters:**

* What services does your unit provide?
* How do you plan create an impact on student lives?
* What are some accomplishments your department is proud of?
* How does your unit support underserved and marginalized students through its services?
* How does your unit support cater to the different needs of Graduate and Undergraduate students?
* If possible, please showcase your anonymous student feedback that you have served recently.
* What strategies do you intend to employ to contribute to the realization of CU Denver's 2030 Strategic Plan? Please include your departments future goals as well.

**Lastly, We request you to please include all this information requested above in your presentations as well.**

**DEI RFI**

**Student Services Request for Information (RFI)**

**FY2023-24**

**Prepared By: Pratham Sharma, Director of SSRC,**

**“Unit Name” (Please replace Unit Name and Type-in your department’s name)**

As the Chair of the Student Services Review Committee, I wish to express our commitment to ensuring the productive allocation of student fees for the enhancement of services that cater to our student body's needs. Additionally, we plan to add a new principle of information sharing by publishing SSRC deliberation in the Sentry newspaper and Student Life email. This collaborative approach underscores our dedication to transparent decision-making and student-centric service improvements.

Lastly, post your SSRC presentations we, the SGA, would like work together with your department in order to facilitate your unit’s journey to achieve the goals you have set.

**To facilitate our comprehensive review, we kindly request the following:**

* In pursuit of broader inclusivity, may we inquire how CII and the WGC intend to engage with students beyond the pre-established identity groups within the organization, especially in light of the campus-wide expansion of DEI initiatives mentioned during last year's SSRC meeting?
* An expense report explaining the percentage allocation of funds (with the total amount mentioned somewhere) within each sub-division of your department.
* Usage statistics reflecting the proportion of unique students and recurring users of the services.
* Please describe your team’s effort towards the student body that have utilized your services (factors like retention, follow ups, suggestions) and those that have yet to utilize (marketing, tabling/events to attract more students).
* Insights on how the SGA can contribute to fostering increased student involvement.
* Recommendations for the SGA on facilitating communication between your unit and administrative bodies.

**Additionally, as SGA we request your input on these parameters:**

* What services does your unit provide?
* How do you plan create an impact on student lives?
* What are some accomplishments your department is proud of?
* How does your unit support underserved and marginalized students through its services?
* How does your unit support cater to the different needs of Graduate and Undergraduate students?
* If possible, please showcase your anonymous student feedback that you have served recently.
* What strategies do you intend to employ to contribute to the realization of CU Denver's 2030 Strategic Plan? Please include your departments future goals as well.

**Lastly, We request you to please include all this information requested above in your presentations as well.**

**EAS RFI**

**Student Services Request for Information (RFI)**

**FY2023-24**

**Prepared By: Pratham Sharma, Director of SSRC,**

**“Unit Name” (Please replace Unit Name and Type-in your department’s name)**

As the Chair of the Student Services Review Committee, I wish to express our commitment to ensuring the productive allocation of student fees for the enhancement of services that cater to our student body's needs. Additionally, we plan to add a new principle of information sharing by publishing SSRC deliberation in the Sentry newspaper and Student Life email. This collaborative approach underscores our dedication to transparent decision-making and student-centric service improvements.

Lastly, post your SSRC presentations we, the SGA, would like work together with your department in order to facilitate your unit’s journey to achieve the goals you have set.

**To facilitate our comprehensive review, we kindly request the following:**

* Could you outline the timeline and plans for implementing financial aid advisor meetings in response to the senate's interest from last year’s SSRC, and elaborate on how this initiative aims to enhance student support despite office understaffing?
* Regarding the student frustrations with EAS and the unit's image, what specific strategies and actions has the unit undertaken in the past year to improve its image, better support students, and address the concerns raised by the senate?
* An expense report explaining the percentage allocation of funds (with the total amount mentioned somewhere) within each sub-division of your department.
* Usage statistics reflecting the proportion of unique students and recurring users of the services.
* Please describe your team’s effort towards the student body that have utilized your services (factors like retention, follow ups, suggestions) and those that have yet to utilize (marketing, tabling/events to attract more students).
* Insights on how the SGA can contribute to fostering increased student involvement.
* Recommendations for the SGA on facilitating communication between your unit and administrative bodies.

**Additionally, as SGA we request your input on these parameters:**

* What services does your unit provide?
* How do you plan create an impact on student lives?
* What are some accomplishments your department is proud of?
* How does your unit support underserved and marginalized students through its services?
* How does your unit support cater to the different needs of Graduate and Undergraduate students?
* If possible, please showcase your anonymous student feedback that you have served recently.
* What strategies do you intend to employ to contribute to the realization of CU Denver's 2030 Strategic Plan? Please include your departments future goals as well.

**Lastly, We request you to please include all this information requested above in your presentations as well.**

**Health Center RFI**

**Student Services Request for Information (RFI)**

**FY2023-24**

**Prepared By: Pratham Sharma, Director of SSRC,**

**“Unit Name” (Please replace Unit Name and Type-in your department’s name)**

As the Chair of the Student Services Review Committee, I wish to express our commitment to ensuring the productive allocation of student fees for the enhancement of services that cater to our student body's needs. Additionally, we plan to add a new principle of information sharing by publishing SSRC deliberation in the Sentry newspaper and Student Life email. This collaborative approach underscores our dedication to transparent decision-making and student-centric service improvements.

Lastly, post your SSRC presentations we, the SGA, would like work together with your department in order to facilitate your unit’s journey to achieve the goals you have set.

**To facilitate our comprehensive review, we kindly request the following:**

* Could you provide insights into the university's plans for improving the accessibility and streamlining of insurance options for international students, including the application process as discussed in the last year’s SSRC discussion?
* Regarding mental health support and marketing at the HCA, can you detail the strategies and actions the HCA has taken to enhance transparency, visibility, and provide readily available information for students, particularly regarding resources available at the HCA, physician selection flexibility, and recent additions like Medicaid acceptance?
* An expense report explaining the percentage allocation of funds (with the total amount mentioned somewhere) within each sub-division of your department.
* Usage statistics reflecting the proportion of unique students and recurring users of the services.
* Please describe your team’s effort towards the student body that have utilized your services (factors like retention, follow ups, suggestions) and those that have yet to utilize (marketing, tabling/events to attract more students).
* Insights on how the SGA can contribute to fostering increased student involvement.
* Recommendations for the SGA on facilitating communication between your unit and administrative bodies.

**Additionally, as SGA we request your input on these parameters:**

* What services does your unit provide?
* How do you plan create an impact on student lives?
* What are some accomplishments your department is proud of?
* How does your unit support underserved and marginalized students through its services?
* How does your unit support cater to the different needs of Graduate and Undergraduate students?
* If possible, please showcase your anonymous student feedback that you have served recently.
* What strategies do you intend to employ to contribute to the realization of CU Denver's 2030 Strategic Plan? Please include your departments future goals as well.

**Lastly, We request you to please include all this information requested above in your presentations as well.**

**LGBTQSRC RFI**

**Student Services Request for Information (RFI)**

**FY2023-24**

**Prepared By: Pratham Sharma, Director of SSRC,**

**“Unit Name” (Please replace Unit Name and Type-in your department’s name)**

As the Chair of the Student Services Review Committee, I wish to express our commitment to ensuring the productive allocation of student fees for the enhancement of services that cater to our student body's needs. Additionally, we plan to add a new principle of information sharing by publishing SSRC deliberation in the Sentry newspaper and Student Life email. This collaborative approach underscores our dedication to transparent decision-making and student-centric service improvements.

Lastly, post your SSRC presentations we, the SGA, would like work together with your department in order to facilitate your unit’s journey to achieve the goals you have set.

**To facilitate our comprehensive review, we kindly request the following:**

* Could you provide insights into how the LGBTQSRC's has enhanced its on-campus presence, particularly through the organization's independent events and initiatives, as the Senate looks forward to increased student engagement and connections this year?
* Can you elaborate on the organization's marketing and outreach strategies for this year to foster stronger connections with students and promote its presence on campus?
* An expense report explaining the percentage allocation of funds (with the total amount mentioned somewhere) within each sub-division of your department.
* Usage statistics reflecting the proportion of unique students and recurring users of the services.
* Please describe your team’s effort towards the student body that have utilized your services (factors like retention, follow ups, suggestions) and those that have yet to utilize (marketing, tabling/events to attract more students).
* Insights on how the SGA can contribute to fostering increased student involvement.
* Recommendations for the SGA on facilitating communication between your unit and administrative bodies.

**Additionally, as SGA we request your input on these parameters:**

* What services does your unit provide?
* How do you plan create an impact on student lives?
* What are some accomplishments your department is proud of?
* How does your unit support underserved and marginalized students through its services?
* How does your unit support cater to the different needs of Graduate and Undergraduate students?
* If possible, please showcase your anonymous student feedback that you have served recently.
* What strategies do you intend to employ to contribute to the realization of CU Denver's 2030 Strategic Plan? Please include your departments future goals as well.

**Lastly, We request you to please include all this information requested above in your presentations as well.**

**OAASiS RFI**

**Student Services Request for Information (RFI)**

**FY2023-24**

**Prepared By: Pratham Sharma, Director of SSRC,**

**“Unit Name” (Please replace Unit Name and Type-in your department’s name)**

As the Chair of the Student Services Review Committee, I wish to express our commitment to ensuring the productive allocation of student fees for the enhancement of services that cater to our student body's needs. Additionally, we plan to add a new principle of information sharing by publishing SSRC deliberation in the Sentry newspaper and Student Life email. This collaborative approach underscores our dedication to transparent decision-making and student-centric service improvements.

Lastly, post your SSRC presentations we, the SGA, would like work together with your department in order to facilitate your unit’s journey to achieve the goals you have set.

**To facilitate our comprehensive review, we kindly request the following:**

* Could you provide a detailed plan for increasing marketing and descriptions of the honors college, as requested by the last year’s SSRC Senate, and outline how this initiative aligns with the college's future goals and its commitment to equity and DEI efforts?
* In light of the dissolution of the Graduate School, can you share OAASiS's strategies for effectively reaching and supporting graduate students, and how does it intend to enhance its equity and DEI efforts within this context?
* Could you elaborate on both the short-term and long-term goals of OAASiS and outline strategies for making the LRC space more accessible to students?
* Can you provide insight into specific initiatives or changes that are being considered to enhance student access and usability of the LRC space?
* An expense report explaining the percentage allocation of funds (with the total amount mentioned somewhere) within each sub-division of your department.
* Usage statistics reflecting the proportion of unique students and recurring users of the services.
* Please describe your team’s effort towards the student body that have utilized your services (factors like retention, follow ups, suggestions) and those that have yet to utilize (marketing, tabling/events to attract more students).
* Insights on how the SGA can contribute to fostering increased student involvement.
* Recommendations for the SGA on facilitating communication between your unit and administrative bodies.

**Additionally, as SGA we request your input on these parameters:**

* What services does your unit provide?
* How do you plan create an impact on student lives?
* What are some accomplishments your department is proud of?
* How does your unit support underserved and marginalized students through its services?
* How does your unit support cater to the different needs of Graduate and Undergraduate students?
* If possible, please showcase your anonymous student feedback that you have served recently.
* What strategies do you intend to employ to contribute to the realization of CU Denver's 2030 Strategic Plan? Please include your departments future goals as well.

**Lastly, We request you to please include all this information requested above in your presentations as well.**

**OIA RFI**

**Student Services Request for Information (RFI)**

**FY2023-24**

**Prepared By: Pratham Sharma, Director of SSRC,**

**“Unit Name” (Please replace Unit Name and Type-in your department’s name)**

As the Chair of the Student Services Review Committee, I wish to express our commitment to ensuring the productive allocation of student fees for the enhancement of services that cater to our student body's needs. Additionally, we plan to add a new principle of information sharing by publishing SSRC deliberation in the Sentry newspaper and Student Life email. This collaborative approach underscores our dedication to transparent decision-making and student-centric service improvements.

Lastly, post your SSRC presentations we, the SGA, would like work together with your department in order to facilitate your unit’s journey to achieve the goals you have set.

**To facilitate our comprehensive review, we kindly request the following:**

* Could you provide additional insights into how OIA has taken measures to improve OIA’s student transition process from last year and how is the unit addressing gaps related to cell phone attainment, housing, and banking for the benefit of our student body as discussed in last year’s SSRC?
* An expense report explaining the percentage allocation of funds (with the total amount mentioned somewhere) within each sub-division of your department.
* Usage statistics reflecting the proportion of unique students and recurring users of the services.
* Please describe your team’s effort towards the student body that have utilized your services (factors like retention, follow ups, suggestions) and those that have yet to utilize (marketing, tabling/events to attract more students).
* Insights on how the SGA can contribute to fostering increased student involvement.
* Recommendations for the SGA on facilitating communication between your unit and administrative bodies.

**Additionally, as SGA we request your input on these parameters:**

* What services does your unit provide?
* How do you plan create an impact on student lives?
* What are some accomplishments your department is proud of?
* How does your unit support underserved and marginalized students through its services?
* How does your unit support cater to the different needs of Graduate and Undergraduate students?
* If possible, please showcase your anonymous student feedback that you have served recently.
* What strategies do you intend to employ to contribute to the realization of CU Denver's 2030 Strategic Plan? Please include your departments future goals as well.

**Lastly, We request you to please include all this information requested above in your presentations as well.**

**SCE RFI**

**Student Services Request for Information (RFI)**

**FY2023-24**

**Prepared By: Pratham Sharma, Director of SSRC,**

**“Unit Name” (Please replace Unit Name and Type-in your department’s name)**

As the Chair of the Student Services Review Committee, I wish to express our commitment to ensuring the productive allocation of student fees for the enhancement of services that cater to our student body's needs. Additionally, we plan to add a new principle of information sharing by publishing SSRC deliberation in the Sentry newspaper and Student Life email. This collaborative approach underscores our dedication to transparent decision-making and student-centric service improvements.

Lastly, post your SSRC presentations we, the SGA, would like work together with your department in order to facilitate your unit’s journey to achieve the goals you have set.

**To facilitate our comprehensive review, we kindly request the following:**

* As observed in last year’s senate, the SGA felt a lack of representation of historically underrepresented groups in professional staff, what specific measures and strategies have been considered or implemented to enhance the recruitment and retention of staff with qualifications and experiences that better support historically marginalized and underrepresented communities, while ensuring staff are well-informed and trained in DEI-related topics?
* What steps were taken to improve communication from SCE regarding important student topics such as assault awareness and safety, food pantry resources, and available emergency funding to address concerns that certain resources, despite their meaningful intent, may be perceived as stigmatized or hidden by students?
* An expense report explaining the percentage allocation of funds (with the total amount mentioned somewhere) within each sub-division of your department.
* Usage statistics reflecting the proportion of unique students and recurring users of the services.
* Please describe your team’s effort towards the student body that have utilized your services (factors like retention, follow ups, suggestions) and those that have yet to utilize (marketing, tabling/events to attract more students).
* Insights on how the SGA can contribute to fostering increased student involvement.
* Recommendations for the SGA on facilitating communication between your unit and administrative bodies.

**Additionally, as SGA we request your input on these parameters:**

* What services does your unit provide?
* How do you plan create an impact on student lives?
* What are some accomplishments your department is proud of?
* How does your unit support underserved and marginalized students through its services?
* How does your unit support cater to the different needs of Graduate and Undergraduate students?
* If possible, please showcase your anonymous student feedback that you have served recently.
* What strategies do you intend to employ to contribute to the realization of CU Denver's 2030 Strategic Plan? Please include your departments future goals as well.

**Lastly, We request you to please include all this information requested above in your presentations as well.**

**Writing Center RFI**

**Student Services Request for Information (RFI)**

**FY2023-24**

**Prepared By: Pratham Sharma, Director of SSRC,**

**“Unit Name” (Please replace Unit Name and Type-in your department’s name)**

As the Chair of the Student Services Review Committee, I wish to express our commitment to ensuring the productive allocation of student fees for the enhancement of services that cater to our student body's needs. Additionally, we plan to add a new principle of information sharing by publishing SSRC deliberation in the Sentry newspaper and Student Life email. This collaborative approach underscores our dedication to transparent decision-making and student-centric service improvements.

Lastly, post your SSRC presentations we, the SGA, would like work together with your department in order to facilitate your unit’s journey to achieve the goals you have set.

**To facilitate our comprehensive review, we kindly request the following:**

* An expense report explaining the percentage allocation of funds (with the total amount mentioned somewhere) within each sub-division of your department.
* Usage statistics reflecting the proportion of unique students and recurring users of the services.
* Please describe your team’s effort towards the student body that have utilized your services (factors like retention, follow ups, suggestions) and those that have yet to utilize (marketing, tabling/events to attract more students).
* Insights on how the SGA can contribute to fostering increased student involvement.
* Recommendations for the SGA on facilitating communication between your unit and administrative bodies.

**Additionally, as SGA we request your input on these parameters:**

* What services does your unit provide?
* How do you plan create an impact on student lives?
* What are some accomplishments your department is proud of?
* How does your unit support underserved and marginalized students through its services?
* How does your unit support cater to the different needs of Graduate and Undergraduate students?
* If possible, please showcase your anonymous student feedback that you have served recently.
* What strategies do you intend to employ to contribute to the realization of CU Denver's 2030 Strategic Plan? Please include your departments future goals as well.

**Lastly, We request you to please include all this information requested above in your presentations as well.**