

# Establishing a Policy Implementation Taskforce

Establishing a taskforce of campus stakeholders can be an effective strategy for policy implementation. Campuses can save time and energy by gathering all the required expertise and needed administrative approval into one meeting space at the same time. It is important to appoint an individual with excellent organizational skills to lead the taskforce, as their primary responsibility will be to establish subcommittees, tasks, persons responsible, and timelines.

**There are some policy implementation activities that should be headed by the taskforce, or the taskforce chair, rather than by a specific department. These include:**

- Collecting baseline and follow-up data to track policy success.
- Setting campus-goals – how will you know when this policy is a success?
- Using this guide to check-in with specific campus departments and working with them on effective policy implementation.

Having adequate representation on a taskforce will ensure that the campus can complete the suggested implementation activities in the required timeframe. For example, only a human resources specialist will know the deadlines to getting language changes in the job applications and offer letters – helping the taskforce to get the new policy into employee onboarding documents.

**The taskforce should include representation from the following departments/groups:**

- |   |  |
|---|--|
| <input type="checkbox"/> Students               | <input type="checkbox"/> Student Affairs                 |
| <input type="checkbox"/> Faculty                | <input type="checkbox"/> Environmental Health and Safety |
| <input type="checkbox"/> Communications/IT      | <input type="checkbox"/> Student Health                  |
| <input type="checkbox"/> Facilities/Maintenance | <input type="checkbox"/> Nursing Program                 |
| <input type="checkbox"/> Campus Police          | <input type="checkbox"/> Human Resources                 |

If your taskforce begins meeting six-months prior to policy implementation, we recommend that the first few meetings are held two weeks apart. Once subcommittees are formed and tasks are assigned, you may choose to meet as an entire taskforce every other month, while the subcommittees continue to meet every two weeks. Once the policy goes into effect on campus, a core group of taskforce members should continue to meet to trouble-shoot and discuss continued implementation tactics throughout the first year. After one year, the core group can decide how frequently they would like to continue to meet or if the policy can be added to the agenda of another group (such as health and safety).