



UNIVERSITY OF SOUTH ALABAMA

**MEMORANDUM**

Academic Affairs

DATE: July 18, 2023

TO: Harold Pardue (Chair)  
Debra Chapman  
Kaitlin Falks  
Ashley Gibson (REI Facilitator)  
Eric Loomis  
Juan Mata  
Donna Streefer (FS)  
John Usher

FROM: Andrea M. Kent, Ph.D.  
Executive Vice President and Provost

SUBJECT: Process Improvement Committee 2023-2024

A handwritten signature in blue ink that reads 'A Kent'.

Please accept this memorandum as your appointment to the Process Improvement Committee for the academic year 2023-2024. Dr. Harold Pardue will serve as Chair and will contact you to set up the first meeting.

***This committee is charged with the discovery of process improvements that can increase service quality, increase enrollment (and revenue), reduce cost, time-on-task, and errors.***

Thank you for your willingness to serve on this very important committee. If you are unable to serve, please contact Dr. Pardue soon as possible.

AMK:dbg