Agency Change Memo. Paper details Agency Change Memo Propose changes to an existing agency policy or program at a university. Identify one change in a program or in policy in the organization. The goal is to identify a change that will improve services to individuals, families or communities served by the agency. Change Proposal Write a professional memo outlining this proposed change (2-3pages max). Include a bibliography of at least 4 references that discuss the problem, goal, and/or the proposed change and integrate at least 2 of those references into your memo. Include the following: To: ​​​​​​ From: Date: RE: 1. Summary of the problem: Identify the policy or program and ways the current policy results in disparities of service, or has a marginalizing or oppressive impact. 2. Goal Statement –Identify the long-term goal of the policy or program change. 3. Proposed Change –Clearly identify your proposed change, how it will help reach the long-term goal. 4. Action Steps -Provide a draft plan of the action steps to be taken in order to advance this change. (i.e.,steps to be taken at micro, mezzo and macro levels as appropriate and may include: client conversations, agency meetings, staff meetings, focus groups, surveys, lobbying, community organizing, social action, etc.). Make sure you clearly identify how will involve clients and colleagues. 5. Evaluation -Identify how you would evaluate/measure the success of your intervention -clearly identify measurable outcomes. 6. Bibliography -Include at least 4 resources that are relevant to this issue, though you only need to integrate 2 of them. This is a resource list that somebody reading the memo might use to get further information. - For the policy or program: It could be creating diversity awareness program. Or policy about nepotism and Familial Personal Relationships in the Workplace or any other policy or program in higher education (University) in regards to marginalizing or oppressive impact. See the instructions above on the focus of the paper.