



BROWN

Revised Plan of Action
Task Force on Undergraduate Education
September 2009

This document lists the concrete actions necessary to implement recommendations made by the Task Force on Undergraduate Education. The table identifies progress already made and a timetable for completing the steps. Recommendations in the table are abbreviated. For the complete text of each recommendation, see pp. 24-26 of "The Curriculum at Forty: A Plan for Strengthening the College Experience at Brown."

Table with 5 columns: Recommendation, Related Action, Progress, Date Completed Actual, Date Completed Projected. It lists various actions like 'Meet with CCC to work on principles', 'Collect student and faculty narratives', 'Develop new courses that include community service', etc., with corresponding dates and progress status.

Recommendation	Related Action	Progress	Date Completed Actual	Date Completed Projected
2. <i>Conduct comprehensive review of Brown's concentrations</i>	Notify departments that will be reviewed in 2008-2009	Contact Africana Studies, Cognitive Neuroscience, Comparative Lit, Development Studies, Education, Hispanic Studies, History, International Relations, Physics, Psychology, and Theater, Speech, and Dance	September 2008	
	Work with CCC to create calendar for review of all concentrations by 2011	Discuss plan with CCC	May 2008	
		Draft general plan	fall 2008	
	Engage faculty in question of measuring student learning in all concentrations	Organize Wayland Collegium workshops to expand conversation with faculty	fall 2008	<i>ongoing</i>
	Develop methods to encourage and track senior capstone experiences	Send letters to juniors and seniors; hold junior class reception	fall 2007 and spring 2008	
	Design and create e-portfolio environment (see #4 below)	August 2009		

<b>Recommendation</b>	<b>Related Action</b>	<b>Progress</b>	<b>Completion Actual</b>	<b>Completion Projected</b>
<i>3. Increase opportunities for international study through both short-term and long-term programs</i>	Work with Office of International Affairs to develop scholarships for international study	Announce Brown International Scholars Program	September 2008	
	Work with Office of International Programs, Office of Continuing Studies, and Curricular Resource Center to reconceptualize existing international opportunities.	Conduct initial planning meetings with OIP and Continuing Studies	July 2008	
<i>Develop international options within concentrations and in other degree programs</i>	Expand capacity and support for short-term international programs, internships, and non-credit options	Announce new Global ISP program	Spring 2009	
	Create initiatives for developing international curriculum	Dean of the College solicits 2008-2009 first-year seminars on global topics	December 2007	
		V.P. for International Affairs announces international curricular grants	September 2008	
	Work with faculty groups to develop the components of international degree programs connected to the concentrations	Meet with select departments	May 2008	
		Work with Office of International Programs to develop appropriate programs	fall 2008- spring 2009	
	Work with CCC to explore advanced degree programs centered on international experience		spring 2009	<i>ongoing</i>

<b>Recommendation</b>	<b>Related Action</b>	<b>Progress</b>	<b>Date Completed</b> Actual	<b>Date Completed</b> <i>Projected</i>
<i>4. Develop e-portfolio system to aid in the evaluation of student progress</i>	Meet with Computing and Information Services, Library, IT Project Review Committee, and student focus groups to discuss options and resources	Form committee	January 2009	
		Identify scope of project and systems requirements	February 2009	
		Conduct faculty and student focus groups	spring-summer 2009	
	Develop e-portfolio environment	Develop features list and create advisor interface	June 2009	
		Develop student interface concept and conduct focus groups	July 2009	
Make online advising tool available to advisors	Launch ASK (Advising SideKick)	August 2009		
<i>5. Strengthen Brown's expectation for student proficiency in writing and conduct review of Brown's existing writing programs</i>	Develop assessment plan for student writing	Assess incoming students' writing abilities	August 2007, 2008	<i>ongoing</i>
	Establish faculty-student board	Convene Writing Advisory Board	September 2007	<i>ongoing</i>
	Engage outside reviewers	Conduct outside review	September 2008	
	Development new statement for writing at Brown	Writing Board submits draft to CCC	December 2008	
		CCC presents new statement to FEC	spring 2009	
	Collect information about writing-based courses across the curriculum	Send preliminary survey to departments	September 2007	
		Send follow-up survey		<i>fall 2009</i>
	Implement new course designation (W) for writing courses	Announce new "W" course designation		<i>fall 2009</i>
		With Sheridan Center, offer faculty seminars on teaching writing		<i>fall 2009- spring 2010</i>
		List "W" courses in Banner class schedule		<i>spring 2010</i>

<b>Recommendation</b>	<b>Related Action</b>	<b>Progress</b>	<b>Date Completed Actual</b>	<b>Date Completed Projected</b>
<i>6. Create enhanced program of Faculty Advising Fellows to increase opportunities for students and faculty to interact informally</i>	Develop program with current Faculty Fellows and Committee on Residential Experience	Meet with Faculty Fellows and CRE  Announce program to faculty	March-April 2008  May 2008	
	Announce program and recruit new fellows; pair new FAFs with houses and plan fall activities; design websites for the five houses	Recruit 10 new Fellows	July 2008	
		Design house websites	August 2008	
		Recruit five additional Fellows	March-May 2009	
<i>Develop new support staff to work with Fellows</i>	Hire Director of Co-Curricular Advising in DOC and reconfigure support staff in ResLife	Advertise and fill position	July 2008	
		Reorganize ResLife staff	August 2008	
		Collect data on student participation rates in FAF Programs	fall 2008	
<i>7. Establish a new resource center to coordinate and expand advising and mentoring of students in science, technology, engineering, and mathematics</i>	Create Science Advisory Board	Hold Board meetings	January 2008	<i>ongoing</i>
	Develop web presence for center	Launch provisional website	April 2008	
	Create new staff positions for Center	Advertise and fill Coordinator position	June 2008	
	Coordinate academic support services with Curricular Resource Center	Design Math and Science Peer Fellows Program		<i>fall 2009</i>
	Create Science Resource Center in Sci Li	Solicit bids and award contract		December 2008
Approve design and start construction				<i>fall 2009</i>
Complete construction and hold grand opening				<i>spring 2010</i>

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<i>8. Develop more nuanced measures to track student progress during the semester</i>	Partner with Institutional Research to gather data on student populations	Create report template	fall 2008		
	Work with Director of Co-Curricular Advising to identify and support students in academic difficulty	Devise tracking method	fall 2008	<i>ongoing</i>	
	Pilot Banner midterm grade reports	Announce midterm grade option to faculty		<i>fall 2009</i>	
<i>Implement new advising strategies that are responsive to evolving student demographics</i>	Identify and address unmet student advising needs	Identify and reach out to students whose course enrollment jeopardizes academic standing	October 2008	<i>ongoing</i>	
	Increase academic deans' outreach to students	Hold dean's open hours in TWC	spring 2008	<i>ongoing</i>	
	Improve mentoring for students	Survey minority students		spring 2008	
			Conduct meetings with Faculty Fellows		<i>ongoing</i>
			Work with International Mentor Program to improve advising for international students	fall 2008	<i>ongoing</i>
		Bring educational consultant to campus to focus on Latino students' recruitment and retention		February 2009	
	Develop summer bridge program	Pilot "Excellence at Brown" initiative		August 2008	<i>ongoing</i>

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<i>9. Enhance the continuity of the advising experience through small measures and larger ones</i>	Improve advising for transfer students	Publish new “Transfer Guide to Brown”	June 2008	
		Present advising resources needs to URC	October 2008	
	Pilot PINs for sophomores	Write to faculty and sophomores about pilot	February 2009	
	Improve concentration advising	Develop concentration advising handbook and distribute to departments	September 2009	
	Create online advisor/advisee feedback report			<i>spring 2010</i>
<i>Create active undergraduate groups in every department to increase faculty-student interactions and sense of community among concentrators</i>	Work with UCS to collect information on DUG student leaders and activities	Meet with UCS and DUG leaders to collect data and share ideas	fall 2008	<i>ongoing</i>
	Create guidelines for DUG activities and send to departments and concentration advisors	Send letter to concentration advisors	March 2008	
	Work with PAUR to create “dugspaces” on all departmental home pages to advertise activities	Create template Communicate with departments about template		<i>fall 2009</i> <i>spring 2010</i>
<i>10. Improve advising for lifelong learning and preparation for life after college</i>	Improve advising about socially responsible careers	Launch “Engaged Life Partnership” in Swearer Center	January	<i>ongoing</i>
	Increase use of alumni to educate students about concentrations and careers	Launch “Brown Degree Days”	March-April 2009	

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<i>11. Increase annual funding for the development of new courses</i>	Create annual funding initiatives to seed the curriculum with new courses	First-year seminar initiative funds 20 new seminars for 2008-2009	October 2007	<i>ongoing</i>
		Announce 2008-09 “Year of the International Curriculum” (see #3 above)	September 2008	
<i>Expand opportunities for team-teaching</i>	Work with Wayland Collegium, Cogut Center, and Watson Institute to develop new team-teaching opportunities and discussion groups		fall 2008	<i>ongoing</i>
<i>Create pool of resources for curricular innovation in the sciences</i>	Partner with Brown’s ADVANCE grant to create new teaching support programs for women faculty in the sciences		fall 2008	<i>ongoing</i>



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<i>12. Increase funding for independent learning experiences, including UTRAs and internships</i>	Increase UTRA awards by 20% a year for the next four years*	20% increase in UTRAs	2007-2008		
	Collect data on campus internships and create plan for increasing internships in public sector		fall 2008	<i>ongoing</i>	
<i>Assess peer-directed learning programs in order to expand and improve training for students</i>	Improve consistency and quality of undergraduate TA programs	Survey departments on undergraduate TA employment and “best practices”	August 2008		
		Create TA “best practices” document and distribute to departments		<i>fall 2009</i>	
		Work with Sheridan Center to develop TA tutoring/training		<i>fall 2009</i>	
		Implement TA tutoring/training requirement		<i>January 2010</i>	
	Expand training for Meiklejohn Peer Advising Program	Develop training modules on curriculum			<i>fall 2009</i>
		Plan and implement faculty-student led trainings			<i>April and August 2010</i>
		Study feasibility of leadership development course for Meiklejohns			<i>fall 2009</i>

*\*Fiscal constraints have made this goal unrealistic. The College is committed to maintaining current funding levels for UTRAs for fiscal year 2010.*

<b>Recommendation</b>	<b>Related Action</b>	<b>Progress</b>	<b>Date Completed Actual</b>	<b>Date Completed Projected</b>
<i>13. Develop flexible online course evaluation tool</i>	Create online course evaluation form	Collect forms from departments and draft new form	December 2006-April 2007	
		Design new form with CCC	fall 2007	
		Built and pilot online version in seven courses	spring 2008	
		Modify form to include flexible questions and pilot in 2 departments	fall 2008	
		Modify form based on faculty feedback and pilot in more departments	spring 2009	
		Make online course evaluation tool available to all departments	spring 2009	
		CIS builds course evaluation tool linked to final grades in Banner		<i>spring 2010</i>
<i>Encourage faculty to give and to solicit midterm feedback about their courses</i>	Increase faculty use of midterm feedback processes	Collect sample feedback tools currently in use	fall 2008	<i>ongoing</i>
		Send sample tools to faculty		<i>fall 2009</i>

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<i>14. Create additional opportunities for graduate TAs to learn about Brown's culture and to improve their teaching effectiveness</i>	Work with Graduate School to develop standards for graduate TA practices			<i>fall 2009</i>
	Work with Graduate School and Sheridan Center to develop new programs			<i>spring 2010</i>
<i>15. Educate new faculty about Brown's educational philosophy</i>	Revise new faculty orientation to include segment on teaching from Dean of College and Dean of Graduate School	Plan new faculty orientation	August 2008	
		Hold new orientation sessions	August 2008	
<i>Establish mentoring system for new faculty</i>	Work with Dean of Faculty and Faculty Affairs Committee to create mentorship program			spring 2009
<i>Develop plans for improving the quality of instruction in all departments</i>	Create guidelines with CCC Subcommittee on Undergraduate and Graduate Instruction			<i>fall 2010</i>