



**Revised Plan of Action
Task Force on Undergraduate Education
January 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."

Recommendation	Related Action	Progress	Date Completed Actual	Date Completed Projected
<i>1. Work with CCC to develop principles of liberal learning at Brown, and develop other means to expand and integrate learning experiences beyond the classroom</i>	Meet with CCC to work on principles. Publish and distribute.	Send "Liberal Learning at Brown" to class of 2102, to advisors, and to sophomores	April-August 2008	<i>ongoing</i>
	Collect student and faculty narratives to supplement document	Solicit student profiles and publish in matriculation materials sent to incoming students	May-June 2008	<i>Spring 2009</i>
<i>Encourage departments to create undergraduate offerings in their field to promote exploration of the curriculum.</i>	Develop new courses that include community service	Swearer Center announces call		<i>ongoing</i>
	Expand First-Year Seminar Program through curricular development grants	Number of FYS increases from 56 in 2007-08 to 76 in 2008-2009	Spring 2008	<i>ongoing</i>
	Develop plan to offer more seminars for sophomores, juniors, and seniors	Cogut Humanities Center announces new junior/senior seminars taught by visiting faculty, postdocs, and fellows	Spring 2008	<i>ongoing</i>
		Call for development of new sophomore/junior seminars		<i>September 2009</i>

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	<i>Spring 2009</i>
		Design and create e-portfolio environment (see #4 below)		

Recommendation	Related Action	Progress	Completion Actual	Completion Projected
<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, Summer and Continuing Studies, and Curricular Resource Center to reconceptualize existing international opportunities.	Conduct initial planning meetings with OIP and SCS	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 programs		<i>Spring 2009</i>
	Create initiatives for developing international curriculum	V.P. for International Affairs announces international curricular grants	September 2008	
		Dean of the College solicits 2009-2010 first-year seminars on global topics	December 2008	
	Work with faculty groups to outline the components of a flexible international track in the concentrations	Meet with select departments	May 2008	<i>Fall 2008-Spring 2009</i>
		Develop Wayland Collegium workshops to expand conversation with faculty (see #2 above)		
Work with CCC and Graduate School to explore advanced degree programs centered on international experience			<i>May 2009</i>	

Recommendation	Related Action	Progress	Date Completed Actual	Date Completed Projected
<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 Research and select software Secure funding approval from ITPRC	January 2009	
	Develop e-portfolio environment	Complete testing		<i>March 2009</i>
	Make portfolio environment available to incoming class	Launch portfolio		<i>April 2009</i>
				<i>June 2009</i>
<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 of new statement to CCC	December 2008	
		CCC presents new statement to FEC for faculty approval		<i>Spring 2009</i>
	Collect information about writing-based courses across the curriculum	Send preliminary survey to departments Send follow-up survey	September 2007	
	Implement new course designation (W) for writing-intensive courses			<i>Spring 2009</i> <i>Fall 2009</i>

Recommendation	Related Action	Progress	Date Completed Actual	Date Completed Projected
<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	March-April 2008	
		Announce program to faculty	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		<i>March - May 2009</i>
<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>Spring 2009</i>
<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>Spring 2009</i>
	Create Science Resource Center in Sci Li	Solicit bids and award contract		December 2008
Start construction				<i>July 2009</i>
Complete construction and hold grand opening				<i>December 2009</i>

Recommendation	Related Action	Progress	Completion Actual	Completion Projected	
<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>February 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			
		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			<i>February 2009</i>
	Develop summer bridge program	Pilot "Excellence at Brown" initiative		August 2008	<i>ongoing</i>

Recommendation	Related Action	Progress	Completion Actual	Completion Projected
<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		<i>February 2009</i>
	Improve concentration advising	Develop concentration advising guidelines and distribute to departments		<i>Fall 2009</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	Develop online advisor/advisee feedback report		<i>Spring 2009</i>
		Work 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		<i>February 2009</i>
		Communicate with departments about template		<i>March 2009</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
Increase use of alumni to educate students about concentrations and careers		Launch “Brown Degree Days”		<i>March-April 2009</i>

Recommendation	Related Action	Progress	Date Completed Actual	Date Completed Projected
<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	
		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>

Recommendation	Related Action	Progress	Completion Actual	Completion Projected	
<i>12. Increase funding for independent learning experiences, including UTRAs and internships</i>	Increase UTRA awards by 20% a year for the next 4 years	20% increase in 2007-08	August 2008	450 UTRAs by 2012	
	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>February 2009</i>	
		Work with Sheridan Center to develop TA tutoring/training		<i>September 2009</i>	
		Implement TA tutoring/training requirement		<i>January 2010</i>	
	Expand training for Meiklejohn Peer Advising Program	Develop training modules on curriculum			<i>February 2009</i>
		Plan and implement faculty-student led trainings			<i>April and August 2009</i>
		Study feasibility of leadership development course for Meiklejohns			<i>Fall 2009</i>

Recommendation	Related Action	Progress	Date Completed Actual	Date Completed Projected
<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		<i>Spring 2009</i>
		Make online course evaluation tool available to all departments		<i>Fall 2009</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>Spring 2009</i>

Recommendation	Related Action	Progress	Completion Actual	Completion Projected
<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>Spring 2009</i>
	Work with Graduate School and Sheridan Center to develop new programs			<i>Summer 2009</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			<i>Fall 2009</i>
<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>