

**Office of Undergraduate Research  
Program Review Action Plan  
July 25, 2019**

Recommendation	Plan of Action	Timeline
<p><b>1. <i>Workshops and Opportunities for Student Development</i></b></p> <p>The review team recommends that the OUR take steps to provide workshops and trainings for students to aid in their professional development as undergraduate researchers and scholars. OUR has offered these opportunities for several years but steps will be taken to increase them and make them more accessible for students and faculty.</p>	<ul style="list-style-type: none"> <li>• Survey and contact current/former students involved in OUR and Advisory Board to determine areas of need for students.</li> <li>• Develop training opportunities and seek faculty expertise in areas</li> <li>• Offer training opportunities for students.</li> </ul>	<p>March 2020 – survey current/former students to determine areas of need            April 2020 – discuss areas of need with Advisory Board            Summer 2020 – develop training opportunities            Fall 2020 – Offer training</p>
<p><b>2. <i>Create a Faculty Community and Offer Mentor Development.</i></b></p> <p>The review team recommends that OUR encourage a faculty community of mentors and develop training for interested faculty. OUR currently does provide professional development activities and resources for faculty mentors. These activities were outlined in the Self-Assessment but may have been overlooked by the review team. We do agree that efforts need to be enhanced in order to grow a faculty community of mentors and increase opportunities for professional development.</p>	<ul style="list-style-type: none"> <li>• Meet with faculty involved in OUR, Advisory Board (see #3 below) and TLF to determine areas of need for faculty and strategies for proceeding.</li> <li>• Develop training opportunities and seek faculty expertise (internal and external) in areas identified.</li> <li>• Offer training opportunities for faculty.</li> </ul>	<p>March 2020 – survey faculty to determine areas of need            April 2020 – discuss areas of need with Advisory Board and TLF            Summer 2020 – develop training opportunities            Fall 2020 – Offer training</p>

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<p><b>3. Create an Advisory Board.</b></p> <p>The review team recommended creating an advisory board. An advisory board was created in the 2016-2017 academic year but met only a few times. Better selection of members should assist in recruiting a dedicated advisory board.</p>	<ol style="list-style-type: none"> <li>1. Meet with key faculty and administrators to brainstorm advisory board make-up and expectations.</li> <li>2. Secure members with clear understanding of commitment and expectations</li> <li>3. Advisory Board meeting calendar established and functioning.</li> </ol>	<p>October 2019 – Advisory Board established</p> <p>December 2019 – First Advisory Board Meeting</p>
<p><b>4. Celebration Day.</b></p> <p>The review team recommended that the Undergraduate Research Symposium and Celebration should be examined to develop strategies to increase student participation.</p>	<ol style="list-style-type: none"> <li>1. Solicit feedback from faculty and student participants on symposium.</li> <li>2. Provide data to Advisory Board (see #3 above).</li> <li>3. Task Advisory Board with developing strategies to enhance participation.</li> <li>4. Begin implementation of strategies.</li> </ol>	<p>November 2019 – Feedback on symposium collected.</p> <p>December 2019 – Data provided to Advisory Board</p> <p>January 2020 – Implement strategy</p>
<p><b>5. Student Grant Program/Documenting Outcomes from Recipients.</b></p> <p>The review team suggested that OUR track the success of students participating in grant programs to better understand the demographics and outcomes of undergraduate research students. OUR is currently doing this but will add additional measures of student success.</p>	<ol style="list-style-type: none"> <li>1. Review current data collected and share variables with key faculty, administrators and campus offices (e.g. Office of Institutional Effectiveness) to solicit additional information.</li> <li>2. Work with Institutional Effectiveness to develop a “Data Dashboard” for OUR</li> <li>3. Develop assessment plan and strategy to collect and enter data.</li> <li>4. Implement assessment plan</li> </ol>	<p>May 2020 – Share annual data collected with key personnel.</p> <p>June 2020 – Data Dashboard completed</p> <p>August 2020 – Assessment plan completed</p>
<p><b>6. Curriculum Initiatives.</b></p> <p>The review team commended OUR for working with departments and programs to move towards a research-rich curriculum. OUR will continue to develop and strengthen this initiative.</p>	<ol style="list-style-type: none"> <li>1. Re-assemble OUR Curriculum Committee</li> <li>2. Task committee to review current curriculum initiatives and develop strategies, including adding course attribute for research intensive courses.</li> <li>3. Begin implementation of plan.</li> </ol>	<p>October 2019 – OUR Curriculum Committee Chair identified.</p> <p>November 2019 – Curriculum Committee meets to develop strategies.</p> <p>February 2020 – Course attribute draft proposal completed.</p> <p>March 2020 – Course attribute proposal submitted to University Curriculum Committee</p>

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<i>Other Recommendations</i>		
<p><b>7. OUR Staff/Physical Space</b></p> <p>The review team recommended that OUR has grown to a point where an Assistant Director position is needed to support the work of the office. In addition, the lack of physical space has resulted in several staff and coordinators having to work from home, and limits the expansion of programs. This arrangement reduces the ability to coordinate and work effectively.</p>	<ol style="list-style-type: none"> <li>1. Meet with Associate Provost and Advisory Board to develop a staffing/space action plan.</li> <li>2. Implement plan.</li> </ol>	<p>December 2019 – Staffing/Space Action Plan completed  July 2020 - Job description crafted.  September 2020 – Assistant Director hired.  August 2020 – Additional OUR space secured.</p>
<p><b>8. Budget and program growth</b></p> <p>The review team noted that the OUR budget has remained stagnant over the last several years. This impacts the ability of OUR to grow programs and offer new opportunities for students and faculty.</p>	<ol style="list-style-type: none"> <li>1. Meet with Associate Provost to discuss resource needs and justification.</li> <li>2. Develop budget plan.</li> <li>3. Implement plan.</li> </ol>	<p>January 2020 – Meet with Assoc Provost to discuss resource needs  February 2020 – Budget plan developed</p>