

Mathematics Steering Committee Work Plan

	Objective	Meeting activities	Homework
September	Surfacing concerns and hopes for improvement of undergraduate mathematics	Review charge and national context Small group time to identify big challenges Learn about common core & math chairs meeting	Reading list
October	Defining the problems we want to address. Identify what we know and what we need to know about the problems.	Small group time to refine list of "essential components" Introduction to resource materials and problem template	Work in small groups to complete problem templates that will be assigned following the meeting Email completed templates to Paula by October 21.
November	Linking clearly defined problems to strategies	Presentation of early "defining the problem" drafts and begin linking problems to strategies in small groups organized around the big topics	Work in small groups to complete problem-strategy templates Review the work of one other group and be prepared to give

			feedback at next meeting
December	Testing whether our ideas, rationales, and strategies hold water	Cross team vetting of ideas, plus vetting with administrator reps, K-12 reps, etc	Incorporate cross-team, admin, BOR, and K-12 rep feedback and draft a short recommendation on 1-2 ppt slides/draft paragraph
January	Articulating recommendations and identifying the actors and actions for change	Two-day retreat – present ppt to BOR and/or influential chairs or committee membership. Work time to draft final Work time to identify actors and actions	Review final version, begin implementation steps

Extra note about the structure of meetings

- All meetings will include some time to fact-find with key stakeholders (i.e. about the rules for ACT cut offs and College Algebra, PLA)
- Participants will be asked to share what they learn with their networks and in turn to inform the task force about reactions they are hearing.