

Department of Economics
Strategic Planning Committee
BA/Undergraduate Issues Subcommittee

Notes of Subcommittee Meeting 16 November 2005
Attending: Hansen, Meurs, Blecker

We recommend that the department make efforts to offer a wider variety of 300-level electives on a regular basis and that it make additional efforts to provide opportunities for undergraduate majors to associate with each other and with faculty. To those ends, we recommend that the department (re)create a “Director of Undergraduate Studies” service position. We recommend the position be filled by request of the Chair and that it be a continuing position, with length of service to be jointly decided by the appointee and chair. We recommend that the Director of Undergraduate Studies be “compensated” through reduced departmental service in other areas. We also discussed the possibility of partial compensation by reducing the advising load of the Director, essentially making the Director only an advisor-of-last-resort.

We propose that ongoing duties of the Director of Undergraduate Studies include (in priority order):

1. Coordination with Chair and faculty on schedule of 300-level courses;
2. Repository of the rules for undergraduate programs, including Honors (including responsibility for announcing future changes and ensuring updates on the web);
3. Organization of regularly scheduled social-academic activities (lectures, alumni contacts, etc.) to encourage *esprit de corps* among majors;
4. Preparation of annual report on courses offered and enrollments, and report on trends in majors by undergraduate program.
5. Recommending changes in requirements and/or requesting the department to form an ad hoc committee to make recommendations on changes as needed;
6. Honors coordinator;
7. ODE (honors society) advisor.

We anticipate the following one-time responsibilities associated with the creation of the position.

- Review 300-level course offering schedule; compare what’s been offered and enrollments to what’s on schedule;
- Review current rules and on-line and paper publications for department programs and honors;
 - i. Development of (new) advising forms that will make differences clearer, easier and faster to answer questions.
- Look at trends in enrollment numbers for majors/programs;
- Cross tab double majors: where is main crossover? Who do we miss? What courses at 300-level might be of special interest?

Additional responsibilities may include development and coordination of assessment of undergraduate learning, coordinating honors courses/colloquia and assisting faculty in development of new 300-level courses.