

**Biology (Undergraduate)**

**Action Plan**

**April 17, 2019**

<b>Action Item</b>	<b>Owner</b>	<b>Timeline</b>	<b>Will the action described require calendar changes? ( Y or N)</b>
Monthly teaching conversations	Mullally	Ongoing	N
a. Form Assessment Team  b. Assessment Team meets and discusses assessment	Rowland/Assessment Team  Assessment Team	March 2019  March 2019-	Yes, if we decide that a new course or program change is the best way to ensure that LOs are being achieved.
a. Revising first-year labs  b. Coordination of first- and second-year assignments with courses from other units	a. Benchmarking implementation team  b. Within department: first- and second-year profs communicate; between units: Dean's office (Cappuccino) to facilitate mid-term exam coordination between units.	a. Ongoing  b. August 2019	N

Look into of requiring a course or workshop in Teaching/Mentoring for all grads in our MSc and PhD programs	Grad Studies Committee and Mullally	Sept 2019 Begin discussions (further action depends on coordination with U Ottawa colleagues, and the results of graduate program cyclical review)	N (possible Grad Calendar change)
a. New survey of upper-year students  b. Develop method to survey graduates & maintain database of graduates  Resources: Faculty time	a. Rowland and Recruitment & Retention Committee  b. Recruitment & Retention Committee	a. already developed and ready for distribution  b. March 2019	N
a. Already put in place for BSc Biology and Biotechnology (2 <sup>nd</sup> -, 3 <sup>rd</sup> - and 4 <sup>th</sup> year common courses); explore possibility for other concentrations  b. Analyze data from earlier cohort efforts implemented through the ODS.  Resources: Faculty time	a. Recruitment & Retention Committee; Curriculum Committee  b. Recruitment & Retention Committee	a. Ongoing  b. March 2019	Possibly
a. Explore need for additional admin staff or reorganization of staff duties.  b. UG chair needs ability to email students  b. Area-specialist assistant advisors to support UG chair	a. Rowland/Dawson/Dean  b. Rowland/Dawson  c. Rowland/Dawson	a. July 2019  b. March 2019  c. July 2019	N
a. Replacing outdated furniture	a. Rowland/Dean in consultation with lab coordinators	. We will be replacing outdated furniture and have already obtained quotes. Lab stools will possibly be replaced in time for Fall 2019; benches will be replaced in 2020.	N

<p>b. Student club space (Biology Society) in Tory</p> <p>c. Long-term plan for new Bioscience building near NB &amp; CTTC to house teaching labs and allow future expansion of Department</p>	<p>b. Rowland/Dean</p> <p>c. Rowland/Dean/Upper Management</p>	<p>b. Students have been offered departmental space on a booking basis. It is unlikely that permanent space can be freed up in Tory over the short term for club use.</p> <p>c. Planning to begin in summer 2019</p>	
<p>a. Explore need for additional admin staff or reorganization of staff duties.</p> <p>b. UG chair needs ability to email students</p> <p>b. Area-specialist assistant advisors to support UG chair</p>	<p>a. Rowland/Dawson/Dean</p> <p>b. Rowland/Dawson</p> <p>c. Rowland/Dawson</p>	<p>a. July 2019</p> <p>b. March 2019</p> <p>c. July 2019</p>	<p>N</p>