



## **ACTION PLAN**

**SUBJECT:** Post Review Meeting – History

**DATE:** July 13, 2015

On July 9, 2015, a meeting was held to discuss the general plan and progress of the Department of History as related to the recommendations made during the formal academic review. The Dean's Strategy Report served as the basis for the discussion and for the Action Plan below.

The following individuals attended the meeting:

Margaret E. Winters, Provost and Senior Vice President for Academic Affairs  
Joseph Dunbar, Associate Vice President for Research and Assistant Dean of Diversity Programs, Graduate School  
Joseph Rankin, Associate Provost and Associate Vice President of Undergraduate Affairs  
Peter Hoffmann, Associate Dean, College of Liberal Arts and Sciences  
Elizabeth Faue, Chair, Department of History  
Jessica Addy, Program Coordinator, Academic Program Review

**Issue 1:** The department lacks adequate support staff.

**Plan:** The department will work with the Business Manager in the CLAS Dean's Office to find a solution that would provide additional staff support. In the meantime, the department will reassess the responsibilities of the departmental secretary and arrange mentoring and training, potentially with other departmental assistants, to increase skills and ability.

**Issue 2:** Enrollment in departmental programs, especially at the undergraduate level, needs to be increased.

**Plan:** Faculty members in the department have already taken responsibility for the departmental website and social media to increase outreach. The Chair has already named a Director of Undergraduate Studies to coordinate undergraduate recruitment efforts. The department will also emphasize the undergraduate research being done, and will follow up with Joseph Dunbar for further options for undergraduate research presentation opportunities.

**Issue 3:** The curriculum for the History major is outdated and needs restructuring.

**Plan:** The department will redesign the curriculum into a "scaffolded" structure, following the comprehensive plan outlined in the Dean's Strategy Report. During the restructuring, the department will consider issues relating to assessment and number of inactive courses/total courses listed in the bulletin as well. If assistance is necessary, the department will invite Joe Rankin or Cathy Barrette to attend a curriculum meeting to provide guidance.

**Issue 4:** Faculty are not making the transition from Associate to Full Professor.

**Plan:** The department will seek to reduce the service burden on Associate faculty and better distribute responsibilities, as well as review the departmental committee structure to require less service overall. Departmental promotion and tenure factors will be reviewed and possibly revised to better reflect modern academic work and collaboration. New mentoring experiences, both individual and collective, will be established by the Chair.

Prepared by Jessica Addy

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Margaret E. Winters, Provost and Senior  
Vice President for Academic Affairs

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Wayne Raskind, Dean, College of Liberal Arts and  
Sciences

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Elizabeth Faue, Chair, Department of History