

Establishing a Working Group

Developing a State Action Plan Toolkit

Purpose: This tool can be used to prompt ideas about how to effectively establish working groups and define its responsibilities to enact task force recommendations.

Users: Math task force and/or working group chairs

Selecting Members

There are several things to consider in establishing the working group membership:

- Who is the chair for the working group?
- What is the right size for the group?
 - Generally, effective working groups are 3 to 5 people. Too many people make it difficult to coordinate schedules and do detailed work; too few can limit perspectives and capacity, and can decrease legitimacy.
- Are there people outside of the task force whose interests best serve the charge of the working group, and should be recruited?
- What stakeholder groups should be represented?
 - Are there individuals who are recognized leaders or experts in this area? Is any special technical expertise needed?
 - Are there individuals with connections to other state initiatives (e.g., corequisite) who should be represented in this group?
- Consider if there are people or groups that should be consulted or informed but do not necessarily need to serve on the working group.

Define the Working Group Charge, Timeline, and Deliverables

Setting a clear charge is the most important activity that a task force can do to support an effective working group. A charge should be clear and realistic. It is a good practice to have one or two people draft the charge and then vet it with others to see if everyone has a common understanding. The language of the charge and its recommendation should mirror the Task Force Recommendations report to enhance consistency between the report and the working group's activities. Additionally, deadlines (e.g., completion of working group activities, submission of deliverables to the task force) should be clearly defined.

Sample Charge

The Math Pathways Working Group will create a plan for implementing Task Force Recommendation 2 that every college offer at least two math pathways based on existing courses in the state transfer module (statistics, math for liberal arts, or college algebra).

See the full task force report for details.

The Math Pathways Working Group will focus on work with math departments to develop courses and define alignment. The group will collaborate with the Advising Working Group and the Communication and Engagement Working Group.

The plan will include:

- A plan for enacting the recommendation at all colleges over the next three years (e.g., goals for number of colleges each year, proposal about how to identify early adopters, etc.). The activities for the first year should be well defined.
- Request for support: Identify what resources or services will be needed to support this work.
- A timeline and plans for future follow-up (e.g., the written plan is due to the task force on February 1, 2017 and a working group member will present the plan at the task force meeting in late-February).