Publishing and Disseminating the Recommendations

Dana Center Mathematics PATHWAYS

Purpose: This resource provides guidance on writing and publishing the recommendations in the form of a report. It also provides suggestions on disseminating and advocating for those recommendations.

Users: Facilitator and co-chairs ("executive team")

Instructions: Review this resource when preparing to write the formal report.

Writing the Report

The report should help the reader understand the background behind the recommendations as well as the recommendations themselves.

Suggested topics to include in the report:

- Background information: Present the purpose of the task force, its formal charge, membership, and how members were selected.
- Define the problems: Present the problems and accompanying evidence identified by the task force.
- Task force process: Briefly summarize the process to help readers understand the deliberation and thought that went into the recommendations. Note ways in which input was gathered and used.
- Recommendations: Provide a full explanation of the recommendations. See the *Drafting Recommendations* template for suggestions.
- Next steps: What plans have been made for acting upon the recommendations? If plans are not yet made, what is the process and timeline for those plans?

See the Dana Center Mathematics Pathways website (dcmathpathways.org) for links to math task force reports from other states, including:

- Rethinking Postsecondary Mathematics: Final Report of the Ohio Mathematics Steering Committee (https://dcmathpathways.org/resources/rethinking-postsecondary-mathematics-final-report-ohio-mathematics-steering-committee)
- Report of the Missouri Mathematics Pathways Task for on Building Math Pathways into Programs of Study (https://dcmathpathways.org/resources/report-missouri-mathematics-pathways-task-force-building-math-pathways-programs-study)

Disseminating and Advocating for the Recommendations

Implementing the recommendations is likely to be challenging and will require the support and efforts of many different stakeholders across the system. It is critical that your communication plans go beyond the awareness building involved in the dissemination of the report. Effective communication and engagement efforts include helping people

understand their roles in implementing the recommendations and building excitement and momentum for implementation.

We suggest using the *Effective Strategies and Messaging for Communication and Engagement* to support your planning process. Listed below are some communication strategies to disseminate and build support for the recommendations.

- Prepare task force members and other emerging leaders to be champions
  - Provide materials such as talking points, discussion guides, PowerPoint slide decks, and handouts for use in presentations.
  - Seek opportunities for individuals to present, lead discussions, or write about the recommendations.
  - Look for representatives of other stakeholder groups who can serve as advocates with their peers. Also, seek other math faculty who are eager to promote and support the recommendations.
- Reaching into the ranks of math faculty at institutions
  - Ask math chairs in every institution to organize a department discussion about the recommendations, and have a task force member attend (in person or remotely). If this is not possible, provide the department chairs with a discussion guide.
- Creating easy access to information about the task force and its recommendations
  - Create a website dedicated to the work. For example, see the Ohio Mathematics Initiative site (https://www.ohiohighered.org/mathematics-initiative-community). Be sure to provide contact information for people willing to answer questions about the recommendations.