



September 2, 2021

Oliver M. O'Reilly, Interim Vice Provost for Undergraduate Education* (chair)
Ron Cohen, Chair, Berkeley Division of the Academic Senate*
Jennifer Johnson-Hanks, Executive Dean, College of Letters & Science*
Olufemi Ogundele, Associate Vice Chancellor of Enrollment Management and Dean of Undergraduate Admissions*
Cara Stanley, Executive Director of the Student Learning Center*
Sara McMains, Chair of Committee on Admissions, Enrollment and Preparatory Education (AEPE)
Richard Russo, Associate Vice Chancellor for Undergraduate Education and Dean of Extended Education
Rebecca Sablo, Assistant Dean, Undergraduate Division, College of Letters and Science
Walter Wong, Registrar
Laura Imai, Director of Advising, Data Science Education Program
Glynda Hull, Director, Berkeley Collegium
Susan Hagstrom, Manager of Advisor Strategy and Training, Office of the VPUE
Undergraduate Council appointed by COMS (TBD)
College reps (CED, COC, COE, L&S, RCNR) -- e.g., Associate Dean, Director of advising, etc. (TBD)
ASUC Representative (TBD)
GA Representative (TBD)
** denotes Executive Committee member*

Re: Joint Senate-Administration Task Force on the First-Year Undergraduate Academic Experience

Dear Colleagues,

I write to invite you to serve on a joint Senate-Administration task force on the first-year undergraduate academic experience. The core question that this group will address is:

How can we ensure that every entering first-year student is able to enroll in a set of courses that will enable them to make timely and meaningful progress towards their degree?

The task force will include five working groups to examine each of the following components of the first-year student experience:

1. How can we ensure that the courses that are offered match what the students should have? (e.g., major prep, some smaller courses, discovery, etc.)
2. How can we ensure that those courses are appropriately funded?
3. Can we rebalance our admissions targets to better match available instructional resources?

4. How can we organize and fund advising to ensure that students can effectively navigate their first year?
5. How can we ensure that students are placed in the appropriate course or program to get off to a good start? (e.g., Summer Bridge, math assessment, R&C exam)

The Executive Committee will be chaired by Oliver O'Reilly and each of the working groups will have administrative and senate co-chairs. The task force will be staffed by Anthony Yuen from the Division of Undergraduate Education. I kindly ask that the task force provide the Chancellor and me with your findings and recommendations by **December 1, 2021**.

Please send an email by Thursday, September 9, 2021 to Anthony Yuen <ayuen@berkeley.edu> and evcp@berkeley.edu to confirm your willingness to participate in this important effort.

Sincerely,



Catherine P. Koshland

Interim Executive Vice Chancellor and Provost

cc: Cindy Bumgarner, AVC and Chief of Staff to Vice Provost for Undergraduate Education
Andrea Lambert, Chief of Staff, Office of the Executive Vice Chancellor and Provost
Jocelyn Banaria, Executive Director, Berkeley Division of the Academic Senate
Anthony Yuen, Project Policy Analyst, Office of the Vice Provost for Undergraduate Education