



Huron
AT WESTERN

HURON UNIVERSITY COLLEGE CURL PROJECT CHARTER

Phase I: 2016 - 2018

Updated: 10 November 2016

OVERVIEW

1. Project Background and Description

The Centre for Undergraduate Research Learning (CURL) aims at transforming undergraduate learning through research. CURL coordinates student-faculty research collaborations and other immersive research learning experiences for students. CURL also engages faculty and staff members to develop and promote curricula, to support initiatives in student mentoring and to facilitate reflection on the nature of research learning. CURL strives to provide opportunities that celebrate undergraduate research learning Huron University College.

CURL has four fundamental strategic directions:

1. Enhance student learning with highly engaging, immersive research experiences.
2. Enhance existing faculty research strengths by engaging and collaborating with students.
3. Enhance faculty teaching by fostering mentoring skill and sharing of student research learning practices.
4. Facilitate research partnerships with Huron's external community.

The "CURL Project Charter" outlines measurable objectives that the CURL Steering Committee will be responsible for delivering throughout Phase I. The purpose of this report is to provide better understanding to the Committee and Huron University College of specific milestones and goals that CURL has outlined to achieve. A monthly "CURL Status Report" will be delivered to the Steering Committee. At the end of Phase I, the Steering Committee will be able to assess impact and determine best decisions for moving forward in Phase II.

To visit CURL's promotional page, please see

<http://www.huronuc.ca/academics/facultyofartsandsocialscience/centreforundergraduateresearchlearning>

To visit CURL's personalized website, please see <http://www.huronresearch.ca/curl/>

Effective July 2016 to August 2018:

Steering Committee:

Christine Tsang, Psychology, Faculty Director (ctsang33@huron.uwo.ca)

Lucas Savino, Centre for Global Studies, elected Faculty Associate (lsavino2@uwo.ca)

Scott Schofield, English and Cultural Studies, elected Faculty Associate (sschofi4@huron.uwo.ca)

Catharine Dishke Hondzel, Coordinator, Research and Learning Support (cdishke@uwo.ca)

Melanie Mills, Director, Library and Learning Services (melanie.mills@uwo.ca)

2. Project Scope Outline

The purpose of the "Project Scope Outline" is to keep the Steering Committee's conversation on track by clearly identifying which topics can be tabled and which ideas should be off the table until further notice.

In Scope:

- ✓ Development of Phase I Timeline
- ✓ Awarding of 8 Student Research Fellowships annually
- ✓ Supporting Travel Opportunities
- ✓ Coordinating Year-End Conference and Showcases for Student Research Projects
- ✓ Delivering a website and Social Media Strategy
- ✓ Setting SMART Deliverables that the Steering Committee will be committed to achieving
- ✓ Budget Allocation for Phase I
- ✓ Guest Speakers
- ✓ Workshops

Out of Scope:

- * Increasing the Student Research Fellowships in Phase I
- * Faculty Fellowships in Phase I
- * Increasing the support for travel opportunities in Phase I
- * Rethinking the "CURLaboratory"
- * Awarding Visiting Fellowships
- * Budget Allocation for Phase II and Phase III

3. High-Level Requirements

The Centre for Undergraduate Research is committed to:

- **Support for Students:**
 - Student Research Fellowships
 - Student Travel Grants
 - CURL Year-End Conference and Showcase
- **Support for Faculty:**
 - Faculty Travel Grants
- **Develop Connections and Foster Knowledge Mobilization:**
 - Student and Faculty Workshops
 - Guest Speakers
 - Travel Opportunities
 - Collaborative Workshops
- **Huron University College is seen as a leader in undergraduate liberal arts education:**
 - Unpaid Visiting Fellowships
 - Assessment of URL practices at Huron
 - Scholarship of undergraduate research learning

4. Schedule Overview

Timeline:

October 2016	Award Fall/Winter Student Research Fellowships
November 16, 2016	Fall Workshop: "Reflection"
December 8, 2016	HBK Teaching & Learning Conference
January 2017	Hire Student Research Assistant
February 2017	Winter Workshop: "Mentorship"
February 2017	Call for Proposals for Summer Student Research Fellowships
April 7, 2017	Year-End Conference & Showcase (Kingsmill,)
April 2017	Award Summer Student Research Fellowships
April 2017	Announce Travel Grant Opportunity
May 2017	Spring Workshop: Tentative: "Student Mentorship"
June 2017	Call for Proposals for Fall/Winter Student Research Fellowships
June 2017	STHLE Conference (Halifax)
September 2017	"CUR" manuscript submission on "Developing CURL at Huron"
October 1, 2017	Award Fall/Winter Student Research Fellowships
October 2017	Announce Travel Grant Opportunity
November 2017	Fall Workshop: "TBD"
February 2018	Winter Workshop: "TBD"
February 2018	Call for Proposals for Summer Student Research Fellowships
April 2018	Year-End Conference & Showcase
April 2018	Award Summer Student Research Fellowships
April 2018	Announce Travel Grant Opportunity
May 2018	Spring Workshop: "TBD"
June 2018	Call for Proposals for Fall/Winter Student Research Fellowships

5. Implementation Budget

The "Implementation Budget" listed below is consistent for each Pilot Year in Phase I.

Cost	Price	Responsibility
Student Research Fellowships (Fall/Winter)	\$6,000 (\$1,500 x 4)	All
Student Research Fellowships (Summer)	\$6,000 (\$1,500 x 4)	All
Travel & Research Expenses	\$10,000	All
Library	\$1,000	TBD
Speakers	\$3,000	Christine
Events	\$3,000	Catharine
Year-End Conference / Showcase	\$3,000	Catharine
Memberships	\$2,200	Catharine
Operational	\$1,000	Britney
Special Projects	\$1,800	Christine
Student Research Assistant	\$3,000	Christine
TOTAL	\$40,000	

6. High-Level Timeline of Action Items

	Phase I: Pilot Year 1 (2016 – 2017)											
	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	Apr.	May	June	July	Aug.
Huronresearch.ca												
Survey of current research projects												
Social Media Strategy												
Workshops												
Call for Student Proposals												
Student Research Fellowships												
Conferences & Showcase												
Student Research Assistant												

	Phase I: Pilot Year 2 (2017 – 2018)											
	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	Apr.	May	June	July	Aug.
Workshops												
Call for Student Proposals												
Student Research Fellowships												
Conferences & Showcase												
Student Research Assistant												

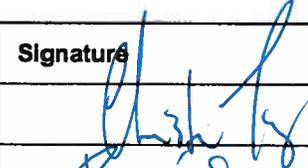
7. Deliverables

Listed below are the deliverable for Phase I: Pilot Year 1 & 2 of CURL:

	Objective	Metric	Status
Administrative	Survey current research learning projects in FASS	By December 31, 2016	On Track
	Complete CURL WordPress website	By December 31, 2016	On Track
	Create Multi-media Blogs on website	≥ 8 per year	Not started
	Social Media Strategy Created	By December 31, 2016	On Track
	Develop Twitter Following	≥ 1,500 by Sept. 2018	Not started
	# of Sessions Monthly	TBD in Pilot Year 2	Not started
Student Opportunities	Award Fall/Winter Student Research Fellowships	4 in Pilot Year 1	Completed
	Award Summer Student Research Fellowships	4 in Pilot Year 1	On Track
	Award Fall/Winter Student Research Fellowships	4 in Pilot Year 2	Not started
	Award Summer Student Research Fellowships	4 in Pilot Year 2	Not started
Knowledge Mobilization	Coordinate Workshops in Pilot Year 1	3	On Track
	Coordinate Workshops in Pilot Year 2	3	Not started
	Spend 80% of Travel Grant Budget in Pilot Year 1	of \$10,000	On Track
	Spend 80% of Travel Grant Budget in Pilot Year 2	of \$10,000	Not started
	Host Year End Showcase	In Spring 2017	On Track
	Host Year End Showcase	In Spring 2018	Not started
	Host or Attend Conferences	4 in Phase I	On Track

APPROVAL AND AUTHORITY TO PROCEED

We approve the project as described above, and authorize the team to proceed.

Name	Signature	Date
Dr. Christine Tsang (Psychology)		Nov 10, 2016.
Dr. Lucas Savino (Centre for Global Studies)		Nov. 16, 2016
Dr. Scott Schofield (English and Cultural Studies)		Nov 10, 2016.
Dr. Catharine Dishke Hondzel (Research & Learning)		Nov 15, 2016
Melanie Mills (Library & Learning)		Nov 15th, 2016

Paul W. Nesbitt-Larking Nov 16, 2016
 Approved by the Dean Date

Bethany Podulinsky Nov. 16, 2016
 Witnessed by Date