

Executive Summary and Implementation Plan
Quality Assurance Cyclical Program Review
Department of English
February 2013

In accordance with the Lakehead University Institutional Quality Assurance Process (IQAP), the Department of English submitted a Self-Study (October 2011). Volume 1 presented the program descriptions & outcomes, an analytical assessment of their programs, and program data including the data collected from a student survey along with institutional information and statistical data. Volume 2 and 3 provided a collection of the program course outlines and the CVs for each full-time member in the Department.

Two external reviewers and one internal reviewer, selected by the Senate Academic Committee Quality Assurance (SAC-QA) from a set of proposed reviewers, examined the materials and completed a day and a half site visit on March 1-2, 2012. The visit included interviews with the Provost and Vice-President (Academic), Deputy Provost, Dean of the Faculty of Social Sciences and Humanities (SSH), the Chair of the Department of English, the Librarian, and meetings with full-time teaching faculty, contract lecturers, graduate assistants, and support staff on the Thunder Bay campus. The Reviewers were connected by video-conference to faculty on the Orillia campus. The Review Team also had an opportunity to meet with a group of undergraduate students, and to visit classroom facilities and the library commons.

In their report, submitted May 2012, the Review Team provided feedback that describes how the English programs meet the Quality Assurance Framework evaluation criteria and are consistent with the University's mission and academic priorities. They reported that the program requirements and learning outcomes set out in the self-study are clear, appropriate and in alignment with the institution's statement of undergraduate degree level expectations. The admission standards, curriculum structure and delivery, and teaching and assessment methods are consistent with those of other undergraduate English programs in Canada and are effective in preparing graduates to meet defined outcomes and the degree level expectations. The Review Team stated that they were impressed with the strength of the English Department's faculty members in both teaching and research. The large number of teaching awards and research grants won by members of the department is testimony to their quality.

The Review Team provided feedback around specific themes and included suggestions with accompanying rationale. A number of recommendations related

to faculty resources and possible strategies to increase the number of full time instructors in specific areas were provided. They indicated support for a curriculum review and highlighted some observations for the department's consideration. Several recommendations focused on the links between the two campuses and the delivery of the English curriculum. Fifteen recommendations were provided at the end of the report.

The Chair of the Department of English, in consultation with the Dean of the Faculty, submitted a response to the Reviewers' Report (December 2012). The Chair stated that the Department plans to complete a curriculum review over the next two years. Clarifications and corrections were presented followed by a response to each of the recommendations.

A Final Assessment Report has been prepared to provide a synthesis of the external evaluation and internal response and assessments of the undergraduate programs delivered by the Department of English. This report identifies the significant strengths of the program, the opportunities for program improvement and enhancement, and sets out and prioritizes the recommendations that have been selected for implementation.

The Implementation Plan identifies who will be responsible for approving the recommendations set out in the Final Assessment Report; who will be responsible for providing any resources made necessary by those recommendations; any changes in organization, policy or governance that will be necessary to meet the recommendations; who will be responsible for acting on those recommendations; and timelines for acting on and monitoring the implementation of those recommendations.

Implementation Plan: Part A Follow-up Responsibilities - Department of English

Suggestion/Recommendation	Proposed Follow-up	Responsibility*	Timeline
Recommendation 6. Discussions take place around establishing further links between the two	Review the relationship between programs and students as part of curriculum	Department Chair	2013/2014

Implementation Plan: Part B Joint Follow-up Responsibilities

Recommendation	Proposed Follow-up	Responsibility*	Timeline
<p>Recommendation 1. A full-time hire be made as soon as possible in the area of Creative Writing and/or Rhetoric</p> <p>Recommendation 2. A second full- time hire be made as soon as possible in the area of Cultural Studies</p> <p>Recommendation 3. A third full- time hire be made in the next three years to add teaching depth to the Orillia campus faculty complement</p>	<p>Submit strategic hiring proposals</p>	<p>Dean of the Faculty of SS& H in consultation with Department Chair</p>	<p>2013 - 2016</p>
<p>Recommendation 5. A dedicated administrative assistant (full or part-time) be allocated to the [English] department at the Orillia campus</p>	<p>Orillia address the administrative support of the English programs as part of Campus planning process.</p>	<p>Dean of the Orillia Campus and the Dean of the Faculty of SS & H in consultation with Department Chair</p>	<p>2013/2014 - Ongoing</p>
<p>Recommendation 11. The department works with the administration to better track the achievements of graduates</p>	<p>The Department plans to work with the Lakehead Alumni Relations office to develop a means of better tracking</p>	<p>Office of Alumni in consultation with Department Chair and the Dean of the Faculty of SS& H</p>	<p>2013 - 2016</p>

<p>Recommendation 15. The administration must maintain an adequate library support for the department, which includes augmenting the holdings at the Orillia campus and/or improving interlibrary loan mechanisms, making up the cut to the department's library budget, and consider hiring an archivist, which would offer new pedagogical opportunities for students</p>	<p>Ensure ongoing commitment of appropriate library resources to support the English programs on both campuses.</p>	<p>Librarian in consultation with with Department Chair and the Dean of the Faculty of SS & H</p>	<p>Ongoing</p>
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*The Dean of the Faculty, in consultation with the Department Chair shall be responsible for monitoring the Implementation Plan. The details of progress made will be presented in the Deans' Annual Reports and filed in the Office of the Provost and Vice-President (Academic).