



Executive Summary and Implementation Plan  
Quality Assurance – Cyclical Program Review  
Faculty of Education – undergraduate programs

October 2014

In accordance with the Lakehead University Institutional Quality Assurance Process (IQAP) the Faculty of Education submitted a self-study (January 2013). Volume 1 presented the program descriptions and outcomes, an analytical assessment of their programs and a summary of program descriptors including results from a student survey along with institutional information and statistical data. Volumes 2 and 3, respectively, provided a collection of the program course outlines and the CVs for each full-time member in the Faculty.

Two external reviewers and one internal reviewer, selected by the Senate Academic Quality Assurance Sub-committee (SAC-QA) from a set of proposed reviewers, examined the materials and completed a two-day site visit in April 2013. The visit included interviews with the Provost and Vice-President (Academic), Deputy Provost, Dean of the Faculty of Education, Chairs of the undergraduate programs on both the Thunder Bay and Orillia campuses, full-time faculty and contract lecturers, professional Program Onsite Delivery representatives, students in Thunder Bay, the head librarian and the Educational Technologies Coordinator.

In their report, submitted May 2013, the Review Team provided feedback that describes how the programs (listed below) meet the Quality Assurance Framework evaluation criteria and are consistent with the University's mission and academic priorities. They reported that the admission standards, curriculum structure and delivery, and teaching and assessment methods are appropriate, reflect the current state of the discipline, and are effective in preparing graduates to meet defined outcomes and the University's undergraduate Degree Level Expectations (DLE's). The Native Teacher Education Program (NTEP) and the HBEEd (Aboriginal) programs represent innovative programs in the area of Aboriginal education. The Review Team noted that the Faculty makes effective use of available resources stated, most of the full-time faculty are actively engaged in research and many have had success in obtaining external research funding. The Reviewer Team stated that they believe that Lakehead University's Faculty of Education is well positioned to adapt to the impending MTCU changes in requirements and enrolment numbers.

The Review Team provided feedback and recommendations for the Faculty. The Review Team noted: i. Differences in requirements between Honours and non-Honours concurrent Education programs make transferability extremely difficult beyond first year. ii. Coordination between sections of the same course could be improved, iii. Grading practices need to be re-assessed based on recent experience with specified means, iv. Library borrowing periods could be lengthened to enable students to take out materials for use in placements, v. Some technology and space challenges need attention and vi. Staffing concerns, especially at Orillia, need to be addressed.

The Chairs of the Education undergraduate programs, in consultation with the Acting Dean of the Faculty of Education, submitted a response to the Reviewers' Report (September 2013). Clarifications and corrections were presented followed by a response to each of the recommendations made by the Review Team.

A Final Assessment Report (FAR) has been prepared to provide a synthesis of the external evaluation and internal response to the recommendations. This report identifies the significant strengths of the program(s), 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.

Programs covered by this Cyclical Review:

- Bachelor of Education (One year)
- Bachelor of Education (Concurrent)
- Honours Bachelor of Education (Concurrent)
- Honours Bachelor of Education (Aboriginal)
- Native Teacher Education Program
- Native Language Teacher Certification Program
- Native Language instructors Program
- Bachelor of Education (Extension)

## Implementation Plan: Part A – Follow-up responsibilities for the Faculty of Education

Suggestion/ Recommendation	Proposed Follow-up	Responsibility*	Timeline
Form a committee to investigate alternative entrance standards beyond grade point average	Form committee to evaluate the current research on admission requirements and academic success, and to explore the feasibility of extending entrance standards beyond grade point averages	Chair Undergraduate Studies	2016/2017 (Following completion of the new 2-year BEd program changes)
Review required courses for the Professional Year to ensure uniformity regarding the content and assessments and explore how instructors can better arrange assignment deadlines to avoid overloading students	Review recording methods  Develop improved coordination of assignments	Chair Undergraduate Studies	2015/2017
Make grading policy for all courses more explicit, discuss grading practices with all instructors, and possibly revisit grading policy	Consider methods to improve communication of grading practices and policies  Review and discuss issues and confusion surrounding the grading policy  Continue to clarify issues as they arise over the 2013–14 academic year,	Chair Undergraduate Studies	August 2014 Welcome Retreat Ongoing attention

<p>Examine how to better align Honours and non-Honours concurrent pre-Professional Year Education programs to decrease the differential between the streams prior to fourth year and explore possibilities for having at least 1 FCE of shared transferable courses (currently only .75 FCEs are transferable) and the inclusion of more observational or practical classroom experience</p>	<p>A committee has already been struck to examine ways to align the Honours Concurrent and Bachelor Concurrent programs, and to include required field placement opportunities including classroom experience in the pre-professional years</p>	<p>Chair Undergraduate Studies</p>	<p>2014/2015</p>
<p>Education libraries at both campuses extend borrowing period during teaching practica to enable students to take out materials for the entire practicum.</p>	<p>Develop consistent policies related to practicum loans and students with out of town practicums for both campuses</p>	<p>Education Librarian (Thunder Bay) and the Orillia Campus Librarian</p>	<p>Implemented in Orillia and currently piloting in Thunder Bay Ongoing implementation and review</p>
<p>Explore ways to facilitate distance students' use of the university's learning management system and other online resources</p>	<p>Examine the feasibility of offering some online resources, including access to the university's LMS, in a version that requires less bandwidth</p>	<p>Chair of the Department of Aboriginal Studies</p>	<p>2014/2016</p>

## Implementation Plan: Part B - Decanal and Administration Follow-up Responsibilities

Recommendation	Proposed Follow-up	Responsibility*	Timeline
Increase the number of full-time tenured or tenure-track faculty members at the Orillia Campus	Submit strategic hiring proposals as part of annual hiring cycle	Dean of the Faculty of Education	Ongoing
Explore ways for the Dean to have more input into the spending decisions for undergraduate programs in Education at Orillia to enable greater consistency and balance across the two campuses	Review and discuss options and related recommendations	Orillia Chair in consultation with the Dean of the Faculty of Education	2014/2015
Optimize use of the space in Orillia and increase office space for Education faculty	Review and discuss options and related recommendations	Vice-Provost, Orillia Campus and the Dean of the Faculty of Education	Ongoing

\*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 Dean's Annual Reports and filed in the Office of the Provost and Vice-President (Academic).