![Lakehead University logo]

Quality Assurance Cyclical Undergraduate Program Review – Executive Summary and Implementation Plan

Department of Music

Faculty of Social Sciences and Humanities

October 2019

Programs covered by this cyclical review:

- Honours Bachelor of Music
- Honours Bachelor of Arts (Music)
- Honours Bachelor of Arts (Music), Bachelor of Education (Primary/Junior)
- Honours Bachelor of Arts (Music), Bachelor of Education (Intermediate/Senior)

Additional Departmental academic offerings reflected-on by the Review Team during this cyclical review:

- Artist Certificate in Performance and Pedagogy

Executive Summary

In accordance with the Lakehead University Institutional Quality Assurance Process (IQAP) and the Ontario Quality Assurance Framework (QAF), the Department of Music submitted a self-study (March 2017). Volume I presented the undergraduate program descriptions and outcomes, an analytical assessment of the programs, and program information along with institutional information and statistical data. Volume II provided course syllabi. Volume III provided the CVs for core faculty and one contract lecturer contributing to the delivery of the programs.

The Review Team for this cyclical program review included two external reviewers and one internal reviewer selected by the Senate Academic Quality Assurance Sub-Committee (SAC-QA) from a set of proposed reviewers. The reviewers examined materials and completed a two-day site visit on April 2-4, 2018. The site visit included meetings with the Provost and Vice-President (Academic), Deputy Provost, Acting Dean of Social Sciences and Humanities, the Chair of the Department, three full-time, tenure-track faculty members, Contract Lecturers, a group of seven undergraduate students, the University Librarian and Liaison Librarian for Music and the Administrative Assistant for the Department. The Review Team toured the William H. Buset building (Music space) including classrooms, recital, performance and practise areas, and the Chancellor Paterson Library including the Teaching Commons.

In their report (May 14, 2018), the Review Team provided feedback that describes how the programs delivered by the Department of Music meet the Quality Assurance Framework evaluation criteria and align with the University mission, strategic plan and academic plan. The Review Team notes that the Music degree programs are of high quality and offer students a regionally connected and learner-centred experience supported by the creative and scholarly contributions of the three full-time faculty members and many highly qualified Contract Lecturers.

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 program outcomes and the University's Undergraduate Degree Level Expectations.

The Review Team noted several strengths of the Music programs and summarized them as follows:

> "…the faculty displays an obvious enthusiasm, generosity, commitment, and readiness to be available to students. Faculty are seen as mentors, readily providing course- and program-specific advice as well as career counseling".

> "…the music department is highly connected with the local and regional music landscape. Students have opportunities for collaboration with the Thunder Bay Symphony Youth Orchestra, Thunder Bay Symphony Orchestra, and other music organizations."

Responses to the Review Team were received from the Chair of the Department (April 2019), and the Dean of the Faculty of Social Sciences and Humanities (April 2019). 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, 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 FAR; 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): Program Responsibilities

Implementation of the Recommendations	Proposed Follow-up	Responsibility*	Timeline
1. Decide if the Department of Music would benefit from developing their own Mission Statement in alignment with relevant University guidance (e.g. Mission, vision, Strategic and academic Plans); if appropriate, develop a plan to identify a Department of Music Mission that will drive all subsequent curriculum review. [Addresses Recommendation 5]	Establish a Departmental committee to consider the recommendation and develop a plan to address them	Department Chair* and Members	June 2020
2. Subsequent to 1., review program learning outcomes for all programs (including concurrent with BEd) [Addresses Recommendations 6, 7, 8, and 9]	Establish a Departmental committee to consider the recommendations and develop a plan to address them	Department Chair* and Members	June 2020
3. Subsequent to 2., review course outlines to ensure consistency, transparency and alignment with PLOs [Addresses Recommendation 11]	Establish a Departmental committee to consider the recommendations and develop a plan to address them	Department Chair* and Members	June 2020
4. **Based on work completed in 1., 2., and 3., review and revise curriculum to ensure alignment with PLOs and CLOs and to address various concerns** [Addresses Recommendations 10, 12, 13, 16, 17, 18, 19, 20]	Establish a Departmental committee to consider the recommendations and develop a plan to address them	Department Chair* and Members	June 2020

5. Develop a plan to create/acquire/upgrade additional/existing space for performance, practise and teaching purposes. [Addresses Recommendation 1]	Establish a committee made up of internal and external members that can assist with this plan.	Department Chair* and Members, Dean of SSH, Office of External Relations	June 2020
6. Develop a plan to identify and secure funds to cover maintenance, care and replacement expenses. [Addresses Recommendations 2, 3 and 4]	Establish a committee made up of internal and external members that can assist with this plan.	Department Chair* and Members, Dean of SSH, Office of External Relations	June 2020
7. Consider additional ways for students to gain performance experience [Addresses Recommendations 15, 21 and 22]	Establish a Departmental committee to consider the recommendations and develop a plan to address them	Department Chair* and Members	June 2020
8. Consider ways to enhance existing Indigenous curriculum and work more closely with Social Justice programming [Addresses Recommendation 23]	Establish a Departmental committee to consider the recommendations and develop a plan to address them	Department Chair* and Members, Dean of SSH	June 2020

Implementation Plan (Part B): Decanal & Administration Responsibilities

Implementation of the Recommendations	Proposed Follow-up	Responsibility*	Timeline
1. Monitor conditions in practice modules to ensure compliance with all relevant Health and Safety conditions. [Addresses Recommendation 2]	Meet regularly with appropriate personnel from Physical Plant and Human Resources (i.e. the Health and Safety Officer) to discuss status of studio and other space.	Dean SSH*, Department Chair, Physical Plant, Health and Safety	When required but at least once every year.
2. Facilitate Departmental access to webpage for updating and editing purposes [Addresses Recommendation 24]	Web Development Services to meet with Department and Dean to identify appropriate process re: the Department webpage.	Department Chair, Dean SSH*, Web Development Services	December 2019
3. Meet regularly with Department to monitor progress on the Implementation Plan**	Report to the Provost and Vice-President (Academic) as part of the Annual Review process	Dean SSH*	Annually

*indicates individual or office with responsibility

Note - 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).