

## SENATE STANDING COMMITTEE ON PROGRAM REVIEW

**Regular Meeting**  
**Wednesday, January 25, 2023**  
**2:00 p.m. - 4:00 p.m.**  
**MS Teams Online**

### AGENDA

1. Call to Order ..... Amy Jeon 2:00
2. Approval of Agenda
3. Approval of Minutes, November 23, 2022
4. Chair's Report ..... 2:05
  - 4.1. Asian Studies Program Review Timeline
  - 4.2. Journalism Program Review Timeline
5. New Business .....
  - 5.1. Computer Science and Information Technology First Annual Follow-Up Report.....  
Mandeep Pannu, Heather Harrison..... 2:10
  - 5.2. History First Annual Follow-Up Report ..... Jack Hayes, Shelley Boyd 2:30
  - 5.3. Political Science External Review Report ..... Amy Jeon 2:50
6. Items for Discussion
  - 6.1. Horticulture Technology Program Review ..... Lori McElroy 3:00
7. Manager's Report for OPA ..... Melike Kinik-Dicleli 3:10
8. Adjournment

## SENATE STANDING COMMITTEE ON PROGRAM REVIEW

**Minutes of Regular Meeting**  
**Wednesday, November 23, 2022**  
**2:00 p.m. – 4:00 p.m.**  
**MS Teams Online**

Voting Member Quorum: 9		
Aimee Begalka Cherylynn Bassani Craig Wright David Burns Fergal Callaghan, Vice-Chair Hao Ma Jeff Dyck Jianying (Jennifer) Gao Julia Denker	Laura McDonald Lori McElroy Lindsay Norris Marti Alger Nishan Perera	
		<b>Non-voting</b>
		Amy Jeon, Chair Melike Kinik-Dicleli
Regrets	Senate Office	Guests
Alan Davis Courtney Verhage Melissa Swanink Rajmale Kaur Tomasz Gradowski	Sonia Banwait	Ana Robles Andhra Goundrey Brett Favaro Briar Schulz Dana Csrepes Jeanette Paschen Mandeep Pannu Marla McMullen Maureen Lee Rebecca Harbut Shelley Boyd Victor Martinez Yanfeng Qu

### 1. Call to Order

The Chair, Amy Jeon, called the meeting to order at 2:02 p.m.

### 2. Approval of Agenda

**Fergal Callaghan moved the agenda be confirmed as circulated.**

**The motion carried.**

### **3. Approval of Minutes, October 19, 2022**

**Julia Denker moved the minutes be accepted as circulated.**

**The motion carried.**

### **4. Chair's Report**

The Chair shared that there are external reviews taking place this month for Political Science, Physics for Modern Technology and for Creative Writing in January.

The Chair also informed there are kickoff meetings taking place in December for Fine Arts and Journalism.

#### **4.1. New Membership**

The Chair welcomed new member, Hao Ma, Faculty Representative – Melville School of Business and informed the committee there is one vacancy remaining for a Faculty of Arts member.

### **5. New Business**

#### **5.1. Sustainable Agriculture Quality Assurance Plan**

The Chair summarized the reviewer's comments and informed that revisions were made to the suggested edits by the respective proponent(s). Rebecca Harbut and Brett Favaro were present to answer questions.

Aimee Begalka thanked the proponent for the great responses to the reviewer's questions and comments and asked how the department planned to address the need for increased human capacity to achieve the ambitious goals outlined in the quality assurance plan. Lori McElroy echoed that plans and actions proposed may need to be revised and adapted and changes should be documented during annual check-ins so they can be tracked. Rebecca Harbut and Brett Favaro acknowledged the recommendation and advised the request for additional staffing is underway.

**Fergal Callaghan moved THAT the Senate Standing Committee on Program Review accept the Sustainable Agriculture Quality Assurance Plan as attached.**

**The motion carried.**

#### **5.2. Language and Culture Self-Study Report**

The Chair summarized the reviewer's comments and informed revisions were made to the suggested edits.

Fergal Callaghan asked for further clarification on chapter 3.1, page 20, noting that the revised wording still suggests that students could complete their minor without encountering some of the program learning outcomes (PLOs). Ana Robles and Yanfeng Qu were present to answer questions.

David Burns reminded the committee that full program proposals sent to the Ministry at the time of creation should be referenced for programs with no formal PLOs. This is to ensure program

objectives line up with proposals and to avoid regulatory issues. Nishan Perera also suggested to revisit the curriculum map to identify any substantial gaps that need to be addressed.

**Nishan Perera moved THAT the Senate Standing Committee on Program Review accept the Minor in Language and Culture Self-Study Report as attached.**

**The motion carried.**

### **5.3. Counselling Second Annual Follow-Up Report**

The Chair summarized the reviewer's comments and informed that revisions were made to the suggested edits by the respective proponent(s). Briar Schulz and Maureen Lee were present to answer any questions.

**Marti Alger moved THAT the Senate Standing Committee on Program Review accept the Counselling Second Annual Follow-up Report as attached.**

**The motion carried.**

**Lori McElroy moved THAT another Annual Follow-Up Report be provided to the committee.**

**The motion carried.**

### **5.4. Product Design First Annual Follow-up Report**

The Chair summarized the reviewer's comments and informed revisions were made to the suggested edits by the respective proponent(s). Lindsay Norris, Victor Martinez and Andhra Goundrey were present to answer questions.

Cherylynn Bassani asked for clarification on page 2 and 10 of the report on whether all courses were being reviewed and if outlines were being altered. Victor Martinez responded that overall mapping of changes is taking place and outlines are being updated accordingly.

Amy Jeon asked for further clarification to be provided in the report regarding what the program was planning to do for step one under strategy.

#### Action Items:

Strategy 2, page 2 – include additional information under “develop an updated course content”.

Strategy 4, page 6 – include additional information under “viability of graduate distinctive program”

Strategy 6, page 11 – include additional information regarding international workshop.

**Aimee Begalka moved THAT the Senate Standing Committee on Program review accept the Product Design First Annual Follow-up Report as attached.**

**The motion carried.**

**Lori McElroy moved THAT another Annual Follow-Up Report be provided to the committee.**

**The motion carried.**

### **5.5. Business Management Second Annual Follow-up Report**

The Chair summarized the reviewer's comments and informed revisions were made to the suggested edits by the respective proponent(s). Jeanette Paschen was present to answer any questions.

**Fergal Callaghan moved THAT the Senate Standing Committee on Program Review accept the Business Management Second Annual Follow-up Report as attached.**

**The motion carried.**

**Lori McElroy moved THAT another Annual Follow-Up Report be provided to the committee.**

**The motion carried.**

### **5.6. Human Resources Management Third Annual Follow-up Report**

The Chair summarized the reviewer's comments and informed that revisions were made to the suggested edits. Marla McMullen was present to answer any questions.

**Julia Denker moved THAT the Senate Standing Committee on Program Review accept the Human Resources Management Third Annual Follow-up Report as attached.**

**The motion carried.**

### **5.7. Computer Science and Information Technology First Annual Follow-up Report**

The Chair summarized the reviewer's comments and informed that some revisions were made to the suggested edits. Mandeep Pannu was present to answer questions.

Nishan Perera asked for clarification on the completion date of September 2026 on page 3 of the report. Lori McElroy added that if the completion date is considering the annual follow-up report timelines, then the late date of September 2026 does not need to be included.

Lori McElroy also noted that comments of clarification are not consistent throughout the report. There are a number of places where clarification needs to be expanded so readers can review this report at any time and understand what is being conveyed.

Amy Jeon asked if there was a reason why faculties need to start proposals from scratch rather than picking up where the other faculties left off. Mandeep Pannu explained that starting from scratch may not be entirely necessary, however listed the loss of faculty members and the need to redo surveys may require starting from the start.

Action Items:

Page 3 – remove completion date of Sept 2026.

Revisit completion dates and update them as needed.

Provide additional details for both ‘in progress’ and ‘completed’ comments

The committee agreed that the report be resubmitted with the necessary edits and missing information. The proponent will be notified with the new deadline for submission.

**David Burns moved THAT the Senate Standing Committee on Program Review accept the Computer Science and Information Technology First Annual Follow-up Report as attached.**

**Lori McElroy moved THAT the motion be postponed and the report be resubmitted with the requested information.**

**The motion carried.**

**6. Items for discussion**

**6.1. Curriculum Mapping**

Nishan Perera raised concerns regarding the cumbersome process of helping with curriculum mapping for multiple programs during the program review stage and wondered if there could be discussion around combining all programs into one program review. Lori McElroy suggested to this be discussed between the two of them before bringing it to the committee for further discussion.

**7. Manager’s Report for OPA**

Melike Kinik-Dicleli, Manager, Quality Assurance presented her report.

**8. Adjournment**

The meeting adjourned at 3:40 p.m.

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**SENATE**

**Agenda Number: 4.1**

**Meeting Date:** January 25, 2023

**Presenter(s):** Amy Jeon

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**AGENDA TITLE:** ASIAN STUDIES PROGRAM REVIEW TIMELINE

**ACTION REQUESTED:** Information

**RECOMMENDED RESOLUTION:** N/A

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**COMMITTEE REPORT**

For Secretariat Use Only

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**Context and Background**

To ensure that program reviews are completed in a timely manner and that program review reports are based on relevant data, program reviews at KPU follow a timeline. All program reviews should be completed within 16 months from the beginning of the Curriculum Review to the submission of the Quality Assurance Plan. Starting September 2020, the timelines for new program reviews are presented to the Senate Standing Committee on Program Review. Attached is the program review timeline for the Asian Studies Program.

**Consultations**

Asian Studies Program Review Team

**Attachments**

Asian Studies Program Review Timeline\_Final

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**Submitted by**

Melike Kinik-Dicleli, Manager of Quality Assurance, Office of Planning & Accountability

**Date submitted**

January 10, 2023



## **PROPOSED TIMELINE FOR PROGRAM REVIEW: BA, Major in Asian Studies, BA, Minor in Asian Studies, Associate Degree in Asian Studies**

Finalized at the Senate Standing Committee on Program Review (SSCPR) on DAY/MONTH/YEAR.

### **Program Review Team (in alphabetical order):**

- Dr. Jack Hayes (History)
- Dr. Robert Menzies (History & Asian Studies)
- Dr. Ranbir Johal (Language & Culture)
- Elliot Montpellier (Asian Studies)
- Sara Naderinajafabadi (Sociology)
- Dr. Kamala Elizabeth Nayar (**Asian Studies, chair**)
- Dr. Justin Stein (**Asian Studies, Language & Culture, Self-Study author**)
- Dr. Clement Tong (History)

### **The Program Review Team will be responsible for the following:**

- Seeking support from Teaching and Learning Commons (TLC) to conduct the curriculum review, if needed.
- Collaborating with OPA to provide the following:
  - Program-level outcomes;
  - Names and contact information of discipline/sector representatives to be included in discipline/sector surveys;
  - Names and contact information of faculty members to be included in faculty surveys;
  - Feedback on surveys which OPA will design and administer.
- Writing reports using the templates provided and submit them according to the timelines endorsed by the SSCPR as presented below. Self-Study Report is written by a faculty member who takes the role of Primary Author, in consultation with faculty members of the program.
- Meeting with the Dean/Associate Dean regularly so they can be apprised of the direction of the review.
- Providing the Dean/Associate Dean draft reports so the Dean/Associate Dean can provide feedback and responses as required.
- Attending SSCPR meetings to present reports (only one member of the team is required to attend though all are certainly welcome).

### **The Program Review Timeline consists of 8 phases:**

1. Getting Started
2. Self-Study: Curriculum Review and Writing Chapters 1 & 2
3. Self-Study: Data Collection
4. Self-Study: Writing Chapters 3 to 6
5. Self-Study: Review/Revisions
6. External Review
7. Quality Assurance Plan Development (needs to be signed off by the Dean and Provost)
8. Annual Follow-Up Reporting

It should take approximately **16 months from beginning of Self-Study to the submission of the Quality Assurance Plan**. The first Annual Follow-Up Report should be submitted one year after the approval of





**PROPOSED TIMELINE FOR PROGRAM REVIEW: BA, Major in Asian Studies, BA, Minor in Asian Studies, Associate Degree in Asian Studies**

the Quality Assurance Plan. The Annual Follow-Up Reporting continues until a program can demonstrate, to the satisfaction of the SSCPR, substantial completion of the Quality Assurance Plan.



## PROPOSED TIMELINE FOR PROGRAM REVIEW: BA, Major in Asian Studies, BA, Minor in Asian Studies, Associate Degree in Asian Studies

The chart below provides a visual representation of the proposed timeline including elapsed time and report submissions.

Phases	Months																	
	Sep 22	Nov 22	Dec 22	Jan 23	Feb 23	Mar 23	Apr 23	May 23	June 23	July 23	Aug 23	Sep 23	Oct 23	Nov 23	Dec 23	Jan 24	Feb 24	Mar 24
1. Getting Started																		
<i>Self-Study Phases:</i>																		
2. Self-Study: Curriculum Review and Writing Chapters 1 & 2																		
3. Self-Study: Data Collection																		
4. Self-Study: Writing Chapters 3 to 6																		
5. Self-Study Review/Revisions																		
6. External Review																		
7. Quality Assurance Plan development																		
One Year Later																		
8. First Annual Follow-Up Report																		

◆ Report submission months

Note: External Review Report is submitted by the External Review Team, not by the Program Review Team.

The tasks involved in each phase of the program review process are described on the following pages.

## PROPOSED TIMELINE FOR PROGRAM REVIEW: BA, Major in Asian Studies, BA, Minor in Asian Studies, Associate Degree in Asian Studies

PHASE 1	Month/Year	Tasks
GETTING STARTED	September 2022	<ul style="list-style-type: none"> <li>Manager, Quality Assurance sends Program Chair information about program review before the initial planning meeting.</li> </ul>
	September 29, 2022	<ul style="list-style-type: none"> <li>Manager, Quality Assurance and Chair of SSCPR meet with Program Review Team to outline the purpose and process for program review and expectations for reports and timing.</li> </ul>
	October 7, 2022	<ul style="list-style-type: none"> <li>Manager, Quality Assurance sends Program Review Team the guides and reporting templates.</li> </ul>
PHASE 2	Month/Year	Tasks
SELF-STUDY: CURRICULUM REVIEW & WRITING CHAPTERS 1 & 2	November 2022-January 2023	<ul style="list-style-type: none"> <li>Program Review Team conducts the curriculum review, which becomes part of the self-study report.</li> <li>Support is available from Educational Consultants at the Teaching and Learning Commons. The Manager, Quality Assurance will provide an introduction.</li> <li>Primary Author completes the first two chapters of the Self-Study Report, although other members of the program review team may be involved in the writing.</li> </ul>
PHASE 3	Month/Year	Tasks
SELF-STUDY: DATA COLLECTION	January 2023	<ul style="list-style-type: none"> <li>Manager, Quality Assurance sends Program Review Team the administrative data report needed for the Self-Study Report.</li> <li>Program Review Team submits additional administrative data requests, if needed, to the Manager, Quality Assurance.</li> </ul>
	January-February 2023	<ul style="list-style-type: none"> <li>Program Review Team provides program-level learning outcomes for Quality Assurance Team to include in surveys.</li> <li>Program Review Team provides additional type of information, if any, they want to collect through surveys.</li> <li>Quality Assurance Team customizes surveys for students, alumni, faculty, discipline/sector and seeks feedback from Program Review Team.</li> <li>Program Review Team submits names and contact information of discipline/sector representatives and faculty members to be surveyed.</li> </ul>
	March 2023	<ul style="list-style-type: none"> <li>Quality Assurance Team launches surveys for students, alumni, faculty and discipline/sector representatives.</li> </ul>
	March 2023	<ul style="list-style-type: none"> <li>Quality Assurance Team provides survey data reports.</li> </ul>
PHASE 4	Month/Year	Tasks
SELF-STUDY: WRITING CHAPTERS 3 TO 6	February – June 2023	<ul style="list-style-type: none"> <li>Primary Author writes chapters 3-6 of the Self-Study Report in consultation with other faculty members of the program.</li> </ul>
	1 <sup>st</sup> week of July	<ul style="list-style-type: none"> <li>Primary Author sends the completed Self-Study Report to Dean.</li> </ul>
	August 15, 2023	<ul style="list-style-type: none"> <li>Primary Author completes revisions, if any, requested by the Dean and submits the report to SSCPR (5 weeks before the September meeting date).</li> </ul>
PHASE 5	Month/Year	Tasks
SELF-STUDY REVIEW/REVISIONS	September 2023	<ul style="list-style-type: none"> <li>SSCPR members assigned to review Self-Study Report review the report and provide written feedback on necessary revisions.</li> </ul>

## PROPOSED TIMELINE FOR PROGRAM REVIEW: BA, Major in Asian Studies, BA, Minor in Asian Studies, Associate Degree in Asian Studies

	September 2023	<ul style="list-style-type: none"> <li>Primary Author completes revisions to the Self-Study Report and submits it to SSCPR (one week before the meeting).</li> </ul>
	September 2023	<ul style="list-style-type: none"> <li>SSCPR reviews Self-Study Report at the September 2023 meeting.</li> </ul>
<b>PHASE 6</b>	<b>Month/Year</b>	<b>Tasks</b>
EXTERNAL REVIEW SITE VISIT	August 2023	<ul style="list-style-type: none"> <li>Program Review Team sends names of potential external reviewers.</li> <li>SSCPR selects external reviewers.</li> </ul>
	September 2023	<ul style="list-style-type: none"> <li>Program Review Team, with the help of Manager, Quality Assurance, begins planning external review.</li> <li>Dean invites two external reviewers.</li> <li>SSCPR Chair appoints KPU faculty member to the panel.</li> </ul>
	October 2023	<ul style="list-style-type: none"> <li>External review site visit, with participation of Program faculty, students, alumni and PAC members, takes place.</li> </ul>
EXTERNAL REVIEW REPORT	November 2023	<ul style="list-style-type: none"> <li>External reviewers submit External Review Report.</li> </ul>
	November 2023	<ul style="list-style-type: none"> <li>SSCPR reviews External Review Report at the November 2023 meeting.</li> <li>Approved External Review Report is sent to Program Review Team and Dean.</li> </ul>
<b>PHASE 7</b>	<b>Month/Year</b>	<b>Tasks</b>
QUALITY ASSURANCE PLAN DEVELOPMENT	December 2023	<ul style="list-style-type: none"> <li>Program Review Team begins writing Quality Assurance Plan in consultation with the Dean.</li> </ul>
	March 2024	<ul style="list-style-type: none"> <li>Program Review Team and Dean meets with the Provost to discuss the Quality Assurance Plan.</li> </ul>
	March 2024	<ul style="list-style-type: none"> <li>Program Review Team submits Quality Assurance Plan to the SSCPR.</li> </ul>
	March 2024	<ul style="list-style-type: none"> <li>SSCPR reviews Quality Assurance Plan at the March 2024 meeting.</li> <li>Approved Quality Assurance Plan along with the Annual Follow-Up template and guide are sent to the Program Review Team.</li> </ul>
<b>PHASE 8</b>	<b>Month/Year</b>	<b>Tasks</b>
ANNUAL FOLLOW-UP REPORTING	March 2025	<ul style="list-style-type: none"> <li>Program Review Team submits first Annual Follow-Up Report.</li> <li>SSCPR reviews Annual Follow-Up Report and decides whether the annual follow-up reporting should continue the following year.</li> </ul>

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**SENATE**

**Agenda Number: 4.2**

**Meeting Date:** January 25, 2023

**Presenter(s):** Amy Jeon

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**AGENDA TITLE:** JOURNALISM PROGRAM REVIEW TIMELINE

**ACTION REQUESTED:** Information

**RECOMMENDED RESOLUTION:** N/A

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**COMMITTEE REPORT**

For Secretariat Use Only

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**Context and Background**

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**Consultations**

Journalism Program Review Team

**Attachments**

Journalism Program Review Timeline\_Final

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**Submitted by**

Melike Kinik-Dicleli, Manager of Quality Assurance, Office of Planning & Accountability

**Date submitted**

January 10, 2023



## **PROPOSED TIMELINE FOR PROGRAM REVIEW: Bachelor of Journalism (Honours), Bachelor of Journalism, and Minor in Journalism**

Finalized at the Senate Standing Committee on Program Review (SSCPR) on DAY/MONTH/YEAR.

### **Program Review Team (in alphabetical order):**

- Nick Chen
- Aaron Goodman
- Lubna Moosa
- Tracy Sherlock
- Chad Skelton (Primary Author)
- Bev Wake

### **The Program Review Team will be responsible for the following:**

- Seeking support from Teaching and Learning Commons (TLC) to conduct the curriculum review, if needed.
- Collaborating with OPA to provide the following:
  - Program-level outcomes;
  - Names and contact information of discipline/sector representatives to be included in discipline/sector surveys;
  - Names and contact information of faculty members to be included in faculty surveys;
  - Feedback on surveys which OPA will design and administer.
- Writing reports using the templates provided and submit them according to the timelines endorsed by the SSCPR as presented below. Self-Study Report is written by a faculty member who takes the role of Primary Author, in consultation with faculty members of the program.
- Meeting with the Dean/Associate Dean regularly so they can be apprised of the direction of the review.
- Providing the Dean/Associate Dean draft reports so the Dean/Associate Dean can provide feedback and responses as required.
- Attending SSCPR meetings to present reports (only one member of the team is required to attend though all are certainly welcome).

### **The Program Review Timeline consists of 8 phases:**

1. Getting Started
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4. Self-Study: Writing Chapters 3 to 6
5. Self-Study: Review/Revisions
6. External Review
7. Quality Assurance Plan Development (needs to be signed off by the Dean and Provost)
8. Annual Follow-Up Reporting

It should take approximately **16 months from beginning of Self-Study to the submission of the Quality Assurance Plan**. The first Annual Follow-Up Report should be submitted one year after the approval of the Quality Assurance Plan. The Annual Follow-Up Reporting continues until a program can demonstrate, to the satisfaction of the SSCPR, substantial completion of the Quality Assurance Plan.



## PROPOSED TIMELINE FOR PROGRAM REVIEW: Bachelor of Journalism (Honours), Bachelor of Journalism, and Minor in Journalism

The chart below provides a visual representation of the proposed timeline including elapsed time and report submissions.

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Self-Study Phases:																		
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One Year Later																		
8. First Annual Follow-Up Report																		

◆ Report submission months

Note: External Review Report is submitted by the External Review Team, not by the Program Review Team.

The tasks involved in each phase of the program review process are described on the following pages.

## PROPOSED TIMELINE FOR PROGRAM REVIEW: Bachelor of Journalism (Honours), Bachelor of Journalism, and Minor in Journalism

PHASE 1	Month/Year	Tasks
GETTING STARTED	November 2022	<ul style="list-style-type: none"> <li>Manager, Quality Assurance sends Program Chair information about program review before the initial planning meeting.</li> </ul>
	December 9, 2022	<ul style="list-style-type: none"> <li>Manager, Quality Assurance and Chair of SSCPR meet with Program Review Team to outline the purpose and process for program review and expectations for reports and timing.</li> </ul>
	December 21, 2022	<ul style="list-style-type: none"> <li>Manager, Quality Assurance sends Program Review Team the guides and reporting templates.</li> </ul>
PHASE 2	Month/Year	Tasks
SELF-STUDY: CURRICULUM REVIEW & WRITING CHAPTERS 1 & 2	January-March 2023	<ul style="list-style-type: none"> <li>Program Review Team conducts the curriculum review, which becomes part of the self-study report.</li> <li>Support is available from Educational Consultants at the Teaching and Learning Commons. The Manager, Quality Assurance will provide an introduction.</li> <li>Primary Author completes the first two chapters of the Self-Study Report, although other members of the program review team may be involved in the writing.</li> </ul>
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	February-April 2023	<ul style="list-style-type: none"> <li>Program Review Team provides program-level learning outcomes for Quality Assurance Team to include in surveys.</li> <li>Program Review Team provides additional type of information, if any, they want to collect through surveys.</li> <li>Quality Assurance Team customizes surveys for students, alumni, faculty, discipline/sector and seeks feedback from Program Review Team.</li> <li>Program Review Team submits names and contact information of discipline/sector representatives and faculty members to be surveyed.</li> </ul>
	March 2023 April/May 2023	<ul style="list-style-type: none"> <li>Quality Assurance Team launches surveys for students</li> <li>Quality Assurance Team launches surveys for alumni, faculty and discipline/sector representatives.</li> </ul>
	May 2023	<ul style="list-style-type: none"> <li>Quality Assurance Team provides survey data reports.</li> </ul>
PHASE 4	Month/Year	Tasks
SELF-STUDY: WRITING CHAPTERS 3 TO 6	April – August 2023	<ul style="list-style-type: none"> <li>Primary Author writes chapters 3-6 of the Self-Study Report in consultation with other faculty members of the program.</li> </ul>
	1 <sup>st</sup> week of September 2023	<ul style="list-style-type: none"> <li>Primary Author sends the completed Self-Study Report to Dean.</li> </ul>
	3 <sup>rd</sup> week of September 2023	<ul style="list-style-type: none"> <li>Primary Author completes revisions, if any, requested by the Dean and submits the report to SSCPR (5 weeks before the October meeting date).</li> </ul>



## PROPOSED TIMELINE FOR PROGRAM REVIEW: Bachelor of Journalism (Honours), Bachelor of Journalism, and Minor in Journalism

PHASE 5	Month/Year	Tasks
SELF-STUDY REVIEW/REVISIONS	September 2023	<ul style="list-style-type: none"> <li>SSCPR members assigned to review Self-Study Report review the report and provide written feedback on necessary revisions.</li> </ul>
	October 2023	<ul style="list-style-type: none"> <li>Primary Author completes revisions to the Self-Study Report and submits it to SSCPR (one week before the meeting).</li> </ul>
	October 2023	<ul style="list-style-type: none"> <li>SSCPR reviews Self-Study Report at the October 2023 meeting.</li> </ul>
PHASE 6	Month/Year	Tasks
EXTERNAL REVIEW SITE VISIT	September 2023	<ul style="list-style-type: none"> <li>Program Review Team sends names of potential external reviewers.</li> <li>SSCPR selects external reviewers.</li> </ul>
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PHASE 7	Month/Year	Tasks
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	June 2024	<ul style="list-style-type: none"> <li>SSCPR reviews Quality Assurance Plan at the June 2024 meeting.</li> <li>Approved Quality Assurance Plan along with the Annual Follow-Up template and guide are sent to the Program Review Team.</li> </ul>
PHASE 8	Month/Year	Tasks
ANNUAL FOLLOW-UP REPORTING	June 2025	<ul style="list-style-type: none"> <li>Program Review Team submits first Annual Follow-Up Report.</li> <li>SSCPR reviews Annual Follow-Up Report and decides whether the annual follow-up reporting should continue the following year.</li> </ul>

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**SENATE**

**Agenda Number: 5.1**

**Meeting Date:** January 25, 2023

**Presenter(s):** Mandeep Pannu, Heather Harrison

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**AGENDA TITLE:** COMPUTER SCIENCE AND INFORMATION TECHNOLOGY  
FIRST ANNUAL FOLLOW-UP REPORT RESUBMISSION

**ACTION REQUESTED:** Motion

**RECOMMENDED RESOLUTION:** THAT the Senate Standing Committee on Program Review  
accept the Computer Science and Information Technology First Annual Follow-Up Report as attached.  
THAT the program submits another annual follow-up report next year.

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**COMMITTEE REPORT**

For Secretariat Use Only

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**Attachments**

Computer Science and Information Technology First Annual Follow-Up Report\_Resubmission

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**Submitted by**

Melike Kinik-Dicleli, Manager of Quality Assurance, Office of Planning & Accountability

**Date submitted**

January 5, 2023



## Computer Science and Information Technology First Annual Follow-Up Report

Date Self-Study Report approved by SSCPR: November 25, 2020

Date of External Review Site Visit : March 1 & 2, 2021

Date Quality Assurance Plan approved by SSCPR: October 20, 2021

Date Annual Follow-Up Report submitted: ~~November 7, 2022~~ January 4, 2023

### First Progress Report

MONTH/YEAR WHEN THE FIVE-YEAR ACTION PLAN BEGAN: September 2021

#### STRATEGY 1: Add Options to the Diploma Program

GOAL(S) FROM THE QA PLAN THIS STRATEGY SUPPORTS: **GOAL 1:** Renewal of the CSIT Two-year Diploma Program

Step(s) Required to Achieve this Strategy	Led by	Start on (M/YY)	Complete By (M/YY)	<u>Updated Complete by (M/YY)</u>	Progress to Date/Reasons for Lack of Progress
Consult with faculty, identify IT diploma options offered by other post-secondary institutions	Mayyadah Al-Ani	Sep 2021	Dec 2021	<u>Dec 2021</u>	<del>Completed</del> <u>Completed:</u> In Oct 2021, The Committee has consulted the CSIT department at KPU and collected the information through a survey. The Committee has also analyzed IT diploma options institutions in Canada and US.
Consult with PAC, identify prioritized list of diploma options recommendations	Mayyadah Al-Ani	Sep 2021	Dec 2021	<u>Dec 2021</u>	<del>Completed</del> <u>Completed:</u> The Committee has consulted PAC in Nov 2021 through a survey which helped committee to identify a list of diploma options recommendations.
Present findings at department meeting and identify/approve diploma option recommendation	Mayyadah Al-Ani, Cesar Lopez Castellanos, Mohammed Alsaïd, Cesar Lopez and Qussay Salih	Jan 2022	Jan 2022	<u>May 2022</u>	<del>Completed</del> <u>Completed:</u> The Committee has presented our findings in the department meeting in Jan 2022. The department has suggested that the committee members to look at other institutions like Douglas College, Langara College, and BCIT and to report on their offerings and their program entry requirements.

## Computer Science and Information Technology First Annual Follow-Up Report

Step(s) Required to Achieve this Strategy	Led by	Start on (M/YY)	Complete By (M/YY)	<u>Updated Complete by (M/YY)</u>	Progress to Date/Reasons for Lack of Progress
Draft preliminary diploma option proposal, including curriculum	Mayyadah Al-Ani, Mohammed Alsaïd and Qussay Salih	Jan 2022	May 2022	<u>Completed Feb 2023</u>	<u>In Progress</u> - The Committee has revisited all the courses offered by other BC institutions and presented findings to the department. The committee has identified new specializations in Cloud/Web/Network, Web/Security/Cloud and Data Analytics.
Review draft proposal with PAC and CSIT department	Mayyadah Ali-Ani	May 2022	Jun 2022	<u>Completed March 2023</u>	<u>In Progress</u> – The Committee are working on the draft proposal for department approval.
Create formal proposal	Mayyadah Al-Ani, Mohammed Alsaïd and Cesar Lopez	Jun 2022	Aug 2022	<u>April 2023</u>	<u>In Progress</u> : PAC and The Committee will present the formal proposal to the CSIT department recommended number of courses. Team is working on the proposal. Reason for Delay – New team members, it takes time for new members to start everything from scratch. in April 2023.
Obtain institutional approvals from SoB, KPU for new diploma with option	Mayyadah Al-Ani	Aug 2022	May 2023	<u>In Progress – dependent on previous steps – June 2023</u>	<u>Not Started</u>
Consult with CDC regarding internships/work placement arrangements	Cesar Lopez	Sep 2022	Dec 2022	<u>Completed and ongoing July 2023</u>	<u>Not Started</u>
Consult with SoB Dean's office regarding Sept/ <del>2023</del> option launch	Mayyadah Al-Ani and Cesar Lopez	Sep 2022	Dec 2022	<u>In Progress – dependent on previous steps Sep 2023</u>	<u>Not Started</u>
Launch new diploma option – approvals, marketing/ scheduling, etc.	Mayyadah Al-Ani, Cesar Lopez Castellanos, Mohammed Alsaïd,	Jan 2023	Sep 2023	<u>Sep 2024</u>	<u>Not Started – dependent on previous steps</u>

## Computer Science and Information Technology First Annual Follow-Up Report

Step(s) Required to Achieve this Strategy	Led by	Start on (M/YY)	Complete By (M/YY)	<u>Updated</u> <u>Complete by</u> <u>(M/YY)</u>	Progress to Date/Reasons for Lack of Progress
	Cesar Lopez and Qussay Salih				
<del>Annual Review Sept/23 to Sept/26 – Follow-up, review, adjustments</del>	<del>Chair</del>	<del>Sep 2023</del>	<del>Sep 2026</del>		

### STRATEGY 2: Strengthen BTech IT Program

GOAL(S) FROM THE QA PLAN THIS STRATEGY SUPPORTS: **GOAL 2:** Strengthen and refresh the CSIT Four-year BTech in IT Program

Step(s) Required to Achieve this Strategy	Led by	Start on (M/YY)	Complete by (M/YY)	<u>Updated</u> <u>Complete by</u> <u>(M/YY)</u>	Progress to Date/Reasons for Lack of Progress

## Computer Science and Information Technology First Annual Follow-Up Report

Consult with faculty, identify recommended changes to existing BTech options (e.g., curricular adjustments, strengthening core technical skills)	Mayyadah Al-Ani	Sept 2021	Dec 2021	<u>Dec 2021</u>	<del>Completed</del> <b>Completed</b> - In Oct 2021, the committee has consulted the CSIT department at KPU and collected the information through a survey.
Consult with PAC, identify recommended changes to existing BTech options	Mayyadah Al-Ani	Sept 2021	Dec 2021	<u>Dec 2021</u>	<del>Completed</del> <b>Completed</b> - In Nov 2021, the committee has consulted PAC and received feedback regarding updating existing BTech options. PAC also advised adding new courses in Data Analytics, basic business accounting, Machine Learning, security, and Cloud Computing.
Present findings at Department meeting and identify/approve strengthening actions	Mayyadah Al-Ani	Jan 2022	Jan 2022	<u>Jan 2022</u>	<del>Completed</del> <b>Completed</b> – The committee presented its findings to the CSIT department.
Draft preliminary BTech Degree proposal	Mayyadah Al-Ani, Cesar <del>Lopez</del> Castellanos, Mohammed Alsaid, Cesar Lopez and Qussay Salih	Jan 2022	May 2022	<u>April 2023</u>	<del>In Progress</del> - PAC and CSIT departments recommended several courses. The <del>team</del> <b>committee</b> is working on the draft proposal. <del>Reason for Delay</del> – New team members, it takes time for new members to start everything from scratch.
Review draft proposal with PAC and CSIT department	Mayyadah Al-Ani	May 2022	Jun 2022	<u>April 2023</u>	<del>Completed and ongoing</del> <b>In Progress</b> - The committee is working on the draft proposal and will present it to CSIT and PAC in April 2023.
Create formal proposal	Mayyadah Al-Ani, Cesar Lopez <del>and Cesar Castellanos</del>	Jun 2022	Aug 2022	<del>In Progress</del> - dependent on previous steps <u>July 2023</u>	<del>Not started</del>
Obtain institutional approvals from SoB, KPU for any curricular/program adjustments, budget approval	Mayyadah Al-Ani, Cesar Lopez	Aug 2022	May 2023	<u>Sep 2023</u>	<del>Not started</del> — dependent on previous steps
Consult with CDC regarding internships/work placement arrangements	Mayyadah Al-Ani, Cesar Lopez and Mohammed Alsaid	Aug 2022	Sep 2022	<del>In Progress</del> - have consulted CDC, working	<del>Not started</del>

## Computer Science and Information Technology First Annual Follow-Up Report

				<del>on the final plan.</del> <u>Oct 2023</u>	
Launch – 12-month implementation starting with “quick hits” *quick hits = easily attainable changes that have big impact without major curricular adjustments not needing approvals	Mayyadah Al-Ani <u>and Mohammed Alsaïd</u>	Sep 2022	Sep 2023	<del>In Progress- dependent on previous steps</del> <u>Sep 2024</u>	<u>Not started</u>
<del>Annual Review Sept/23 to Sept/26 – Follow-up, review, adjustments</del>	<del>Chair</del>	<del>Sep 2023</del>	<del>Sep 2026</del>		

STRATEGY 3: Adjust all credential offerings to assure greater program graduate business skill competencies

GOAL(S) FROM THE QA PLAN THIS STRATEGY SUPPORTS: **GOAL 1:** Renewal of the CSIT Two-year Diploma Program, **GOAL 2:** Strengthen the CSIT Four-year BTech in IT Program

Step(s) Required to Achieve this Strategy	Led by	Start on (M/YY)	Complete by (M/YY)	Updated Complete by (M/YY)	Progress to Date/Reasons for Lack of Progress
Consult with SoB faculty program leaders and CDC staff, identify critical business education soft skills required (e.g., oral/written communication, reading, comprehension, student resourcefulness, group collaboration, self-learning, collaboration, etc.)	Warren Edwards	Sep 2021	Dec 2021	Oct 2022	<b>Completed</b> – Three main activities: a) Interviewed communications faculty that teach CMNS 1140, ENGL 1100, and INFO 3110 b) Interviewed CDC staff that work with industry and Co-op students c) Time-release project for MSOB which identified top soft skills in-demand today Reason for Delay – Availability of team members, implemented a much more detailed investigation than planned utilizing soft skills research work performed as part of a Time-Release project in the MSOB
Consult with PAC, identify critical business education soft skills required	Bojiang Ma	Sep 2021	Dec 2021	May 2022	<b>Completed</b> – Presented to PAC during bi-annual meeting, prepared a survey and distributed to PAC members to complete, results have been compiled.

## Computer Science and Information Technology First Annual Follow-Up Report

					Reason for Delay –timing of PAC meeting – missed Nov 2021 meeting, next meeting was May 2022
Review effectiveness of current roster of arts, business, and INFO courses within diploma and BTech programs at contributing to soft skills development, review timing/assessment/reinforcement of soft skills through the duration of the programs	Bojiang Ma	Jan 2022	May 2022	<del>Dec 2022</del> Jan 2023	<b>In Progress</b> - Weekly meetings with Bojiang/Warren to analyze results and develop approaches for completing this step, extensive discussions with CDC to discuss the best way of improving soft skill given the current roster of courses, developed and distributed student survey to evaluate current curriculum effectiveness for soft skills development (compiling results), discussion with faculty (ongoing) Reason for Delay – availability of team members, changed our approach to complete this step to include a student survey and more in-depth discussions with CDC
Draft preliminary proposal for curricular development/adjustment	Warren Edwards	Jan 2022	May 2022	Jan 2023	<b>In Progress</b> – compiling results from previous steps, preparing draft proposal, possible approaches include: CDC career mentoring, course adjustments to include CDC advising, Co-op training for all students, self-reflection class activities, targeted soft skills training, move soft skills training from year 2 to year 1. Reason for Delay – waiting to complete previous steps
Review draft proposal with PAC and CSIT department	Bojiang Ma	May 2022	Jun 2022	Feb 2023	<b>In Progress</b> – <u>The committee is working on the draft proposal</u>
Create formal proposal	Warren Edwards	Jun 2022	Aug 2022	May 2023	In progress- <u>The committee is working on the formal proposal</u>
Obtain institutional approvals from SoB, KPU for any curricular/program adjustments, budget approval	Bojiang Ma	Aug 2022	May 2023	July 2023	<del>In-progress</del> <u>Not started</u>
Launch – 12-month implementation starting with “quick hits”	Warren Edwards	Sep 2022	Sep 2023	Sept 2023	<del>In-progress</del> <u>Not started</u>
<del>Annual Review Sept/23 to Sept/26 – Follow up, review, adjustments</del>	<del>Chair</del>	<del>Sep 2023</del>	<del>Sep 2023</del>	<del>Sept 2023</del>	



## Computer Science and Information Technology First Annual Follow-Up Report

STRATEGY 4: Strengthen BTech in IT Core Technical Skills

GOAL(S) FROM THE QA PLAN THIS STRATEGY SUPPORTS: **GOAL 2:** Strengthen the CSIT Four-year BTech in IT Program

Step(s) Required to Achieve this Strategy	Led by	Start on (M/YY)	Complete by (M/YY)	<u>Updated Complete by (M/YY)</u>	Progress to Date/Reasons for Lack of Progress
Identify courses to focus on based on program review self-assessment report – review faculty, alumni, student, and PAC surveys	Cesar Lopez <del>Castellanos</del>	Sep 2021	Oct 2021	<u>Oct 2021</u>	<del>Completed</del> <b>Completed</b> - The committee has identified the following courses based on the program review self-assessment report – review faculty, alumni, student, and PAC surveys 1 <sup>st</sup> Year: INFO 1113, INFO 1213 2 <sup>nd</sup> Year: INFO 2312, INFO 2413 3 <sup>rd</sup> Year: INFO 3135, INFO 3180, INFO 3245 4 <sup>th</sup> Year: INFO 4105, INFO 4115, INFO 4190, INFO 4290, INFO 4330, INFO 4381.
Consult with faculty, critically review all selected course – identify gaps and improvement opportunities	<del>Hao</del> <del>Ma</del> <b>Mandeep</b> , <del>Cesar</del>	Sep 2021	Dec 2021	<u>Dec 2021</u>	<del>Completed</del> <b>Completed</b> - The committee has consulted with faculty and identified gaps and improvements in 13 courses.
Consult with PAC, identify gaps and improvement opportunities	Mandeep Pannu	Sep 2021	Dec 2021	<u>Dec 2021</u>	<del>Completed</del> <b>Completed</b> - The committee has presented its finding to the PAC and received positive feedback.
Present findings at Department meeting for feedback/approval	Cesar, Hao, Mandeep	Jan 2022	Jan 2022	<u>Jan 2022</u>	<del>Completed</del> <b>Completed</b> - The committee has presented all the changes to the department for approval. The department had approved all the changes.
Draft preliminary proposal for curricular development/adjustment	Cesar, <del>Mandeep</del>	Feb 2022	May 2022	<u>Jan 2023</u>	<b>Completed</b> – The draft proposal for curricular development/adjustment.
Review draft proposal with PAC and CSIT department	Cesar, <del>Mandeep</del>	May 2022	Jun 2022	<u>Completed Jan 2023</u>	<b>Pending</b> – A draft proposal is completed. All the course outline has been updated. The committee will present it to the CSIT department on Jan 23, 2023
Create formal proposal	Cesar, <del>Hao</del> , Mandeep	Jul 2022	Oct 2022	<u>Feb 2023</u>	<del>In Progress</del> <b>In Progress</b> - Pending departmental approval. Going to present to the department on Jan 23, 2023

## Computer Science and Information Technology First Annual Follow-Up Report

Obtain institutional approvals from SoB, KPU for any curricular/program adjustments, budget approval	Mandeep	Oct 2022	Dec 2022	<u>March 2023</u>	<del>In Progress</del> <b>In Progress</b> - Pending the SoB approval. Going to present to the curricular and Faculty Council in Feb 2023
Launch – 12-month implementation starting with “quick hits”	Cesar, <del>Hao</del> , Mandeep <u>and Hao</u>	Sep 2022	Sep 2023	<del>In Progress</del> <u>Sep 2023</u>	<u>Not started</u>
<u>Annual Review Sept/23 to Sept/26 – Follow-up, review, adjustments</u>	<u>Chair</u>	<u>Sep 2023</u>	<u>Sep 2026</u>		

STRATEGY 5: Adopt Project-based learning to enhance quality of instruction

GOAL(S) FROM THE QA PLAN THIS STRATEGY SUPPORTS: **GOAL 2:** Strengthen the CSIT Four-year BTech in IT Program, **GOAL 3:** Collaboration focus through Project-based Learning

Step(s) Required to Achieve this Strategy	Led by	Start on (M/YY)	Complete by (M/YY)	<u>Updated Complete by (M/YY)</u>	Progress to Date/Reasons for Lack of Progress
Consult with Teaching and Learning Commons (TLC) define project-based learning as it applies to CSIT, define and develop plan to adopt project-based learning across all programs, identify/define/prepare two workshops that will be delivered to faculty over the next 12 months	Ted Chiou	Sep 2021	Feb 2022	<u>Feb 2022</u>	<b>Completed</b> - Starting Oct. 2021, we have consulted with TLC and the teaching strategist Gillian Sudlow for the support and help of defining the Project Based Learning.
Consult with CDC regarding internships/work placement arrangements beyond Co-op to enhance experiential learning	Edward Lo	Sep 2021	Dec 2021	<u>Dec 2021</u>	<del>We have</del> <b>Completed</b> - The committee has contacted CDC for more information and discussed PBL with them.
Workshop #1: Explore and implement project-based learning for all programs, develop teaching teams, summarize findings, and capture actions	Edward Lo	Feb 2022	Feb 2022	<u>Feb 2022</u>	<del>We had</del> <b>Completed</b> - The committee has successfully conducted the workshop with the support of Gillian Sudlow from TLC on Project Based Learning to our department on Feb. 7, 2022
Draft preliminary proposal for adopting project-based learning as a fundamental pedagogy	Edward Lo	Jan 2022	May 2022	<u>March 2023</u>	<del>We</del> <b>Pending</b> - The committee are still working on the proposal and will finish by May 2023.
Workshop #2: Explore and implement project-based learning for all programs, develop teaching teams, summarize findings, and capture actions	Ted Chiou	May 2022	May 2022	<u>March 2023</u>	<del>We</del> <b>Pending</b> - The committee are contacting TLC on the support of the 2nd workshop, and planning to have it presented in <del>January</del> <u>March</u> 2023.

## Computer Science and Information Technology First Annual Follow-Up Report

Consult with PAC and CSIT department, gather feedback on project-based learning pedagogy	Jendy Wu	May 2022	Jun 2022	<u>April 2023</u>	<del>We have</del> <u>Pending</u> - The committee has some discussions in our department meetings and have continued our conversation among faculty members.
Create formal proposal	Ted Chiou	Jun 2022	Aug 2022	<u>April 2023</u>	<u>Pending</u> - After hours of thorough discussions in our committee, <del>we determine</del> <u>the committee has determined</u> that the proposal should be completed after the previous steps have been finished.
Obtain institutional approvals from SoB, KPU for any curricular/program adjustments, budget approval	Jendy Wu	Aug 2022	May 2023	<u>Pending on the departmental approval</u> <u>May 2023</u>	<u>Not started</u>
Launch – 12-month adoption starting with “quick hits”	Edward Lo	Sep 2022	Sep 2023	<u>Pending on the departmental approval</u> <u>Sep 2023</u>	<u>Not started</u>
<u>Annual Review Sept/23 to Sept/26 – Follow-up, review, adjustments</u>	<u>Chair</u>	<u>Sep 2023</u>	<u>Sep 2026</u>		

STRATEGY 6: Develop suite of data analytic courses

GOAL(S) FROM THE QA PLAN THIS STRATEGY SUPPORTS: **GOAL 4:** Integration of the CSIT Programs with the Larger School of Business

Step(s) Required to Achieve this Strategy	Led by	Start on (M/YY)	Complete by (M/YY)	<u>Updated</u> <u>Complete by</u> <u>(M/YY)</u>	Progress to Date/Reasons for Lack of Progress
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## Computer Science and Information Technology First Annual Follow-Up Report

Consult with SoB faculty program leaders as well as programs in other Faculties, identify collaboration opportunities to develop new certificate in data analytics	Warren Edwards	Sep 2021	Dec 2021	<u>Dec 2021</u>	<del>Completed</del> <u>Completed- The Committee has consulted with SoB faculty program leaders and developed a new course in data analytics.</u>
Consult with PAC, identify data analytics certificate option for SoB & KPU students	Warren Edwards	Sep 2021	Dec 2021	<u>Oct 2022</u>	<del>Completed</del> <u>- The Committee has shared their findings with PAC.</u>
Present findings at Department meeting for feedback/approval	Jendy Wu, <u>Warren Edwards</u>	Jan 2022	Jan 2022	<del>Completed</del> <u>Jan 2023</u>	<u>In progress- The Committee will present a new data analytics course to the department for approval.</u>
Draft preliminary proposal for curricular development/adjustment	Warren Edwards	Jan 2022	May 2022	<u>Feb 2023</u>	<del>Completed and Pending on the departmental approval</del> <u>In progress- The Committee are working on the draft proposal.</u>
Review draft proposal with PAC and CSIT department	Jendy Wu, <u>Warren Edwards</u>	May 2022	Jun 2022	<del>Completed and Pending on the departmental approval</del> <u>Feb 2023</u>	<u>Not started</u>
Create formal proposal	Warren Edwards	Jul 2022	Aug 2022	<del>Pending on the departmental approval</del> <u>March 2023</u>	<u>Not started</u>
Obtain institutional approvals from SoB, KPU for new data analytics certificate	Jendy Wu, <u>Warren Edwards</u>	Aug 2022	May 2023	<del>In progress— dependent on previous steps</del> <u>May 2023</u>	<u>Not started</u>
Launch new certificate – 12-month implementation including approvals, marketing/ scheduling, quick-hits, etc.	Warren Edwards	Sep 2022	Sep 2023	<del>In progress— dependent on previous steps</del> <u>Sep 2023</u>	<u>Not started</u>
<del>Annual Review Sept/23 to Sept/26 – Follow-up, review, adjustments</del>	<del>Chair</del>	<del>Sep 2023</del>	<del>Sep 2026</del>		

PROGRAM UNDER REVIEW: Computer Science & Information Technology

**Instructions for Reviewers**

Your assessment should ensure that progress on the Goals and Planned Actions is clearly articulated. If no progress has occurred on a Goal and/or Planned Action, please ensure that a clear rationale has been provided.

**OVERALL ASSESSMENT:**

**Reviewer #1:** Thank you for taking the time to resubmit the first annual report with revisions. I do see a significant improvement to the rationale, comments to justify several actionable items. Comments below highlights areas that needs more details, clarifications. The launch dates for strategy 3, 5 & 6 needs to be revisited since the approval time lines are not feasible for September 2023 implementation of the identified revisions.

**Reviewer #2:** Thanks to the CSIT team for their re-submission of their first annual follow-up report. As requested, the team has provided adjusted completion dates, and added detailed remarks regarding completed and/or works in progress – this is appreciated! Still outstanding, however, are explanations/update remarks regarding the 'not started' items.

**The Report (click on the box that corresponds to your recommendation):**

- ☐ Recommend for approval by the SSCPR as is  
☒ Reviewer #1 & #2: Recommend for approval by the SSCPR pending suggested actions (see below)  
☐ Recommend for rejection by the SSCPR

**MAJOR ISSUES AND SUGGESTED ACTIONS:**

Complete this section ONLY if you have identified the following major issues with the Annual Follow-Up:

- a) Progress to date is unclear.  
 b) No clear rationale has been provided for why no progress has occurred.

Issue (page #)	Suggested Action	Program's Response
Pages 2 – 10: 'not started' items	Provide a reason for the delay in starting these items	
<b>Strategy 01</b> Page 2 - Obtain institutional approvals from SoB, KPU for new diploma with option. Consult with CDC regarding internships/work placement arrangements,	While it is reasonable that these action items are not yet started given the advance timeline for its completion (2024), it would be beneficial if a brief sentence is added here highlighting the plan of action and anticipated next steps	
<b>Strategy 02</b> Page 4 - Draft preliminary BTech Degree proposal	"The committee is working on the draft proposal" is vague. It would be useful if some context is provided regarding the stage that the proposal is at the moment. For example, highlight what aspects of the proposal is completed, what is currently been discussed and what items are yet to be worked on.	
<b>Strategy 02</b> Page 4 – Create formal proposal, obtain institutional	Similar to the earlier comment. Add a brief sentence highlighting the plan of action, anticipated next steps etc.	

approvals from SoB, KPU for any curricular/program adjustments, budget approval, Consult with CDC regarding internships/work placement arrangements		
<b>Strategy 03</b> Page 6 - Review draft proposal with PAC and CSIT department, create formal proposal	"The committee is working on the draft proposal" is vague. It would be useful if some context is provided regarding the stage that the proposal is at the moment.	
<b>Strategy 3</b> Page 6 – Obtain institutional approvals from SoB, KPU for new data analytics certificate, launch new certificate – 12-month implementation including approvals, marketing/scheduling, quick-hits, etc.	To adjust credential offerings to assure greater program graduate business skill competencies and renew CSIT diploma implementation by Sep 2023, the approval process needs to start now. Given this action item is not started, the completion time line of Sep 23 provided here is not feasible.	
<b>Strategy 5</b> Page 09 – Project based learning to enhance quality of instruction - Obtain institutional approvals from SoB, KPU for any curricular/program adjustments, budget approval & Launch in Sep 23	As a result of the consultations, 2 <sup>nd</sup> workshop with TLC on PBL, are you anticipating a change to official course learning outcomes and assessments methods to support PBL? If yes, the timeline for completion here is not practical. If you do not anticipate changes to course outlines assessments, then how will PBL principles be applied to concerned courses?	
<b>Strategy 6</b> Page 10 - Review draft proposal with PAC and CSIT department, Create formal proposal	As per the revised time line, these action items are to be completed in Feb and Mar of 2023. Given the nature of these action items and the fact they are not yet started, how confident are you that these will be completed within such a short time line.	
<b>Strategy 6</b> Page 10 - Obtain institutional approvals from SoB, KPU for new data analytics certificate, launch new certificate – 12-month implementation including approvals, marketing/scheduling, quick-hits, etc.	In order to launch the new certificate in Sep 2023, the deadline set to obtain SoB, KPU institutional approvals (May 23) is too late. The approval process has to start way earlier for it to go through curriculum committee, faculty council and SSCC. It is January 2023 already and this action is not started. The completion date needs to be altered.	

### MINOR EDITS (Spelling, syntax, word choice and other mechanical issues).

Please list corresponding page numbers. Minor edits are NOT discussed at the SSCPR meeting. Add or remove rows as needed.

Minor Edits (page #)
p. 4 (Strategy 2, Step 5): "In progress – The Committee is working on a draft proposal and will present to the CSIT <b>department...</b> " (for consistency throughout document – 'the CSIT department')
p. 7 (Strategy 4, Step 6): "...All the course outlines..." ('outlines' is plural)
Throughout document: ensure consistency when referencing 'the Committee' – either a capital C or not a capital C
Throughout document: ensure singular verb after 'the Committee' (or 'the committee,' see above) – eg. the Committee <i>is</i> , not the Committee <i>are</i>

**Date Self-Study Report approved by SSCPR:** November 25, 2020

**Date of External Review Site Visit :** March 1 & 2, 2021

**Date Quality Assurance Plan approved by SSCPR:** October 20, 2021

**Date Annual Follow-Up Report submitted:** January 4, 2023

### First Progress Report

**MONTH/YEAR WHEN THE FIVE-YEAR ACTION PLAN BEGAN:** September 2021

#### STRATEGY 1: Add Options to the Diploma Program

GOAL(S) FROM THE QA PLAN THIS STRATEGY SUPPORTS: **GOAL 1:** Renewal of the CSIT Two-year Diploma Program

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Consult with PAC, identify prioritized list of diploma options recommendations	Mayyadah Al-Ani	Sep 2021	Dec 2021	Dec 2021	<b>Completed:</b> The committee has consulted PAC in Nov 2021 through a survey which helped committee to identify a list of diploma options recommendations.
Present findings at department meeting and identify/approve diploma option recommendation	Mayyadah Al-Ani, Cesar Lopez Castellanos, Mohammed Alsaïd, Cesar Lopez and Qussay Salih	Jan 2022	Jan 2022	May 2022	<b>Completed:</b> The committee has presented our findings in the department meeting in Jan 2022. The department has suggested that the committee members to look at other institutions like Douglas College, Langara College, and BCIT and to report on their offerings and their program entry requirements.
Draft preliminary diploma option proposal, including curriculum	Mayyadah Al-Ani, Mohammed Alsaïd and Qussay Salih	Jan 2022	May 2022	Feb 2023	<b>In Progress-</b> The committee has revisited all the courses offered by other BC institutions and presented findings to the department. The committee has identified new specializations in Cloud/Web/Network, Web/Security/Cloud and Data Analytics.



## Computer Science and Information Technology First Annual Follow-Up Report

Step(s) Required to Achieve this Strategy	Led by	Start on (M/YY)	Complete By (M/YY)	Updated Complete by (M/YY)	Progress to Date/Reasons for Lack of Progress
Review draft proposal with PAC and the CSIT department	Mayyadah Ali-Ani	May 2022	Jun 2022	March 2023	<b>In Progress</b> – The committee <del>are</del> <a href="#">are</a> working on the draft proposal for department approval.
Create formal proposal	Mayyadah Al-Ani, Mohammed Alsaïd and Cesar Lopez	Jun 2022	Aug 2022	April 2023	<b>In Progress:</b> The committee will present the formal proposal to the CSIT department in April 2023.
Obtain institutional approvals from SoB, KPU for new diploma with option, program adjustments, budget approval	Mayyadah Al-Ani	Aug 2022	May 2023	June 2023	Not Started
Consult with CDC regarding internships/work placement arrangements	Cesar Lopez	Sep 2022	Dec 2022	July 2023	Not Started
Consult with SoB Dean's office regarding Sept/24 option launch	Mayyadah Al-Ani and Cesar Lopez	Sep 2022	Dec 2022	Sep 2023	Not Started
Launch new diploma option – approvals, marketing/ scheduling, etc.	Mayyadah Al-Ani, Cesar Lopez Castellanos, Mohammed Alsaïd, Cesar Lopez and Qussay Salih	Jan 2023	Sep 2023	Sep 2024	Not Started

### STRATEGY 2: Strengthen BTech IT Program

GOAL(S) FROM THE QA PLAN THIS STRATEGY SUPPORTS: **GOAL 2:** Strengthen and refresh the CSIT Four-year BTech in IT Program

Step(s) Required to Achieve this Strategy	Led by	Start on (M/Y Y)	Complete by (M/YY)	Updated Complete by (M/YY)	Progress to Date/Reasons for Lack of Progress
Consult with faculty, identify recommended changes to existing BTech options (e.g., curricular adjustments, strengthening core technical skills)	Mayyadah Al-Ani	Sept 2021	Dec 2021	Dec 2021	<b>Completed</b> - In Oct 2021, the committee has consulted the CSIT department at KPU and collected the information through a survey.
Consult with PAC, identify recommended changes to existing BTech options	Mayyadah Al-Ani	Sept 2021	Dec 2021	Dec 2021	<b>Completed</b> - In Nov 2021, the committee has consulted PAC and received feedback regarding updating existing BTech options. PAC also advised adding new courses in Data Analytics, basic business accounting, Machine Learning, security, and Cloud Computing.
Present findings at Department meeting and identify/approve strengthening actions	Mayyadah Al-Ani	Jan 2022	Jan 2022	Jan 2022	<b>Completed</b> – The committee presented its findings to the CSIT department.
Draft preliminary BTech Degree proposal	Mayyadah Al-Ani, Cesar Castellanos, Mohammed Alsaïd, Cesar Lopez and Qussay Salih	Jan 2022	May 2022	April 2023	<b>In Progress</b> - <del>PAC and CSIT departments recommended several courses.</del> The committee is working on the draft proposal. <ul style="list-style-type: none"> <li>- <a href="#">committee has identified several new courses.</a></li> <li>- <a href="#">committee has completed the market research regarding adding new courses to fulfill the industry needs.</a></li> <li>- <a href="#">committee is working with department to create new courses.</a></li> </ul>
Review draft proposal with PAC and the CSIT department	Mayyadah Al-Ani	May 2022	Jun 2022	April 2023	<b>In Progress</b> - The committee is working on the draft proposal and will present it to <a href="#">the CSIT department</a> and PAC in April 2023.

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					- <a href="#">committee will present the courses to the department in April meeting for approval.</a>
Create formal proposal	Mayyadah Al-Ani, Cesar Lopez and Cesar Castellanos	Jun 2022	Aug 2022	July 2023	Not started
Obtain institutional approvals from SoB, KPU for any curricular/program adjustments, budget approval	Mayyadah Al-Ani, Cesar Lopez	Aug 2022	May 2023	Sep 2023	Not started
Consult with CDC regarding internships/work placement arrangements	Mayyadah Al-Ani, Cesar Lopez and Mohammed Alsaïd	Aug 2022	Sep 2022	Oct 2023	Not started
Launch – 12-month implementation starting with “quick hits” *quick hits = easily attainable changes that have big impact without major curricular adjustments not needing approvals	Mayyadah Al-Ani and Mohammed Alsaïd	Sep 2022	Sep 2023	Sep 2024	Not started

STRATEGY 3: Adjust all credential offerings to assure greater program graduate business skill competencies

GOAL(S) FROM THE QA PLAN THIS STRATEGY SUPPORTS: **GOAL 1:** Renewal of the CSIT Two-year Diploma Program, **GOAL 2:** Strengthen the CSIT Four-year BTech in IT Program

Step(s) Required to Achieve this Strategy	Led by	Start on (M/YY)	Complete by (M/YY)	Updated Complete by (M/YY)	Progress to Date/Reasons for Lack of Progress
Consult with SoB faculty program leaders and CDC staff, identify critical business education soft skills required (e.g., oral/written	Warren Edwards	Sep 2021	Dec 2021	Oct 2022	<b>Completed</b> – Three main activities: a) Interviewed communications faculty that teach CMNS 1140, ENGL 1100, and INFO 3110 b) Interviewed CDC staff that work with industry and Co-op students c) Time-release project for MSOB which identified top soft skills in-demand today

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communication, reading, comprehension, student resourcefulness, group collaboration, self-learning, collaboration, etc.)					Reason for Delay – Availability of team members, implemented a much more detailed investigation than planned utilizing soft skills research work performed as part of a Time-Release project in the MSOB
Consult with PAC, identify critical business education soft skills required	Bojiang Ma	Sep 2021	Dec 2021	May 2022	<b>Completed</b> – Presented to PAC during bi-annual meeting, prepared a survey and distributed to PAC members to complete, results have been compiled. Reason for Delay – timing of PAC meeting – missed Nov 2021 meeting, next meeting was May 2022
Review effectiveness of current roster of arts, business, and INFO courses within diploma and BTech programs at contributing to soft skills development, review timing/assessment/reinforcement of soft skills through the duration of the programs	Bojiang Ma	Jan 2022	May 2022	<del>Jan</del> Feb 2023	<b>In Progress</b> - Weekly meetings with Bojiang/Warren to analyze results and develop approaches for completing this step, extensive discussions with CDC to discuss the best way of improving soft skill given the current roster of courses, developed and distributed student survey to evaluate current curriculum effectiveness for soft skills development (compiling results), discussion with faculty (ongoing) Reason for Delay – availability of team members, changed our approach to complete this step to include a student survey and more in-depth discussions with CDC
Draft preliminary proposal for curricular development/adjustment	Warren Edwards	Jan 2022	May 2022	<del>Jan</del> March 2023	<b>In Progress</b> – compiling results from previous steps, preparing draft proposal, possible approaches include: CDC career mentoring, course adjustments to include CDC advising, Co-op training for all students, self-reflection class activities, targeted soft skills training, move soft skills training from year 2 to year 1. Reason for Delay – waiting to complete previous steps
Review draft proposal with PAC and CSIT department	Bojiang Ma	May 2022	Jun 2022	<del>Feb</del> April 2023	<del>In Progress</del> <b>Not Started</b> - The committee is <del>working on</del> still in the process of preparing the draft proposal <u>based on the change in approaches as discussed in the previous steps. Completion date updated.</u> <u>Reason for Delay – Draft proposal still being prepared. Review with PAC and the CSIT department completion date updated.</u>
Create formal proposal	Warren Edwards	Jun 2022	Aug 2022	May 2023	<del>In Progress</del> <b>Not started</b> - The committee is working on the draft proposal <u>and review with PAC and CSIT is pending</u>
Obtain institutional approvals from SoB, KPU for any curricular/program adjustments, budget approval	Bojiang Ma	Aug 2022	May 2023	July 2023	Not started
Launch – 12-month implementation starting with “quick hits”	Warren Edwards	Sep 2022	Sep 2023	Sept 2023	Not started

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STRATEGY 4: Strengthen BTech in IT Core Technical Skills

GOAL(S) FROM THE QA PLAN THIS STRATEGY SUPPORTS: **GOAL 2:** Strengthen the CSIT Four-year BTech in IT Program

Step(s) Required to Achieve this Strategy	Led by	Start on (M/Y Y)	Complete by (M/YY)	Updated Complete by (M/YY)	Progress to Date/Reasons for Lack of Progress
Identify courses to focus on based on program review self-assessment report – review faculty, alumni, student, and PAC surveys	Cesar Lopez	Sep 2021	Oct 2021	Oct 2021	<b>Completed-</b> The committee has identified the following courses based on the program review self-assessment report – review faculty, alumni, student, and PAC surveys. 1 <sup>st</sup> Year: INFO 1113, INFO 1213 2 <sup>nd</sup> Year: INFO 2312, INFO 2413 3 <sup>rd</sup> Year: INFO 3135, INFO 3180, INFO 3245 4 <sup>th</sup> Year: INFO 4105, INFO 4115, INFO 4190, INFO 4290, INFO 4330, INFO 4381.
Consult with faculty, critically review all selected course – identify gaps and improvement opportunities	Mandeep, Cesar	Sep 2021	Dec 2021	Dec 2021	<b>Completed-</b> The committee has consulted with faculty and identified gaps and improvements in 13 courses.
Consult with PAC, identify gaps and improvement opportunities	Mandeep Pannu	Sep 2021	Dec 2021	Dec 2021	<b>Completed-</b> The committee has presented its finding to the PAC and received positive feedback.
Present findings at Department meeting for feedback/approval	Cesar, Hao, Mandeep	Jan 2022	Jan 2022	Jan 2022	<b>Completed-</b> The committee has presented all the changes to the department for approval. The department had approved all the changes.
Draft preliminary proposal for curricular development/adjustment	Cesar, Mandeep	Feb 2022	May 2022	Jan 2023	<b>Completed</b> – The draft proposal for curricular development/adjustment.
Review draft proposal with PAC and CSIT department	Cesar, Mandeep	May 2022	Jun 2022	Jan 2023	<b>Pending</b> – A draft proposal is completed. All the course <a href="#">outlineoutlines</a> has been updated. The committee will present it to the CSIT department on Jan 23, 2023
Create formal proposal	Cesar, Mandeep	Jul 2022	Oct 2022	Feb 2023	<b>In Progress</b> - Pending departmental approval. Going to present to the department on Jan 23, 2023
Obtain institutional approvals from SoB, KPU for any curricular/program adjustments, budget approval	Mandeep	Oct 2022	Dec 2022	March 2023	<b>In Progress</b> - Pending the SoB approval. Going to present to the curricular and Faculty Council in Feb 2023
Launch – 12-month implementation starting with “quick hits”	Cesar, Mandeep	Sep 2022	Sep 2023	Sep 2023	Not started

	and Hao				
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STRATEGY 5: Adopt Project-based learning to enhance quality of instruction

GOAL(S) FROM THE QA PLAN THIS STRATEGY SUPPORTS: **GOAL 2:** Strengthen the CSIT Four-year BTech in IT Program, **GOAL 3:** Collaboration focus through Project-based Learning

Step(s) Required to Achieve this Strategy	Led by	Start on (M/YY)	Complete by (M/YY)	Updated Complete by (M/YY)	Progress to Date/Reasons for Lack of Progress
Consult with Teaching and Learning Commons (TLC) define project-based learning as it applies to CSIT, define and develop plan to adopt project-based learning across all programs, identify/define/prepare two workshops that will be delivered to faculty over the next 12 months	Ted Chiou	Sep 2021	Feb 2022	Feb 2022	<b>Completed-</b> Starting Oct. 2021, we have consulted with TLC and the teaching strategist Gillian Sudlow for the support and help of defining the Project Based Learning.
Consult with CDC regarding internships/work placement arrangements beyond Co-op to enhance experiential learning	Edward Lo	Sep 2021	Dec 2021	Dec 2021	<b>Completed-</b> The committee has contacted CDC for more information and discussed PBL with them.
Workshop #1: Explore and implement project-based learning for all programs, develop teaching teams, summarize findings, and capture actions	Edward Lo	Feb 2022	Feb 2022	Feb 2022	<b>Completed-</b> The committee has successfully conducted the workshop with the support of Gillian Sudlow from TLC on Project Based Learning to our department on Feb. 7, 2022
Draft preliminary proposal for adopting project-based learning as a fundamental pedagogy	Edward Lo	Jan 2022	May 2022	March 2023	<b>Pending</b> - The committee <a href="#">#feis</a> still working on the proposal
Workshop #2: Explore and implement project-based learning for all programs, develop teaching teams, summarize findings, and capture actions	Ted Chiou	May 2022	May 2022	March 2023	<b>Pending</b> - The committee <a href="#">#feis</a> contacting TLC on the support of the 2nd workshop, and planning to have it presented in March 2023.
Consult with PAC and CSIT department, gather feedback on project-based learning pedagogy	Jendy Wu	May 2022	Jun 2022	April 2023	<b>Pending</b> - The committee has some discussions in our department meetings and have continued our conversation among faculty members.

## Computer Science and Information Technology First Annual Follow-Up Report

Create formal proposal	Ted Chiou	Jun 2022	Aug 2022	<del>April</del> June 2023	<b>Pending</b> - After hours of thorough discussions in our committee, the committee has determined that the proposal should be completed after the previous steps have been finished.
Obtain institutional approvals from SoB, KPU for any curricular/program adjustments, budget approval	Jendy Wu	Aug 2022	May 2023	<del>May</del> Nov 2023	Not started
Launch – 12-month adoption starting with “quick hits”	Edward Lo	Sep 2022	Sep 2023	Sep <del>2023</del> 2024	Not started

STRATEGY 6: Develop suite of data analytic courses

GOAL(S) FROM THE QA PLAN THIS STRATEGY SUPPORTS: **GOAL 4:** Integration of the CSIT Programs with the Larger School of Business

Step(s) Required to Achieve this Strategy	Led by	Start on (M/YY)	Complete by (M/YY)	Updated Complete by (M/YY)	Progress to Date/Reasons for Lack of Progress
Consult with SoB faculty program leaders as well as programs in other Faculties, identify collaboration opportunities to develop new certificate in data analytics	Warren Edwards	Sep 2021	Dec 2021	Dec 2021	<b>Completed</b> - The committee has consulted with SoB faculty program leaders and developed a new course in data analytics.
Consult with PAC, identify data analytics certificate option for SoB & KPU students	Warren Edwards	Sep 2021	Dec 2021	Oct 2022	<b>Completed</b> - The committee has shared their findings with PAC.
Present findings at Department meeting for feedback/approval	Jendy Wu, Warren Edwards	Jan 2022	Jan 2022	Jan 2023	<b>In progress</b> - The committee will present a new data analytics course to the department for approval.
Draft preliminary proposal for curricular development/adjustment	Warren Edwards	Jan 2022	May 2022	<del>Feb</del> April 2023	<b>In progress</b> - The committee are working on the draft proposal. <a href="#">Reason for delay: Availability of staff</a>
Review draft proposal with PAC and the CSIT department	Jendy Wu, Warren	May 2022	Jun 2022	<del>Feb</del> August 2023	Not started <a href="#">Reason for delay: Availability of staff</a>

	Edwards				
Create formal proposal	Warren Edwards	Jul 2022	Aug 2022	<del>March</del> December 2023	Not started <a href="#">Reason for delay: Availability of staff</a>
Obtain institutional approvals from SoB, KPU for new data analytics certificate	Jendy Wu, Warren Edwards	Aug 2022	May 2023	<del>May 2023</del> Jan 2024	Not started <a href="#">Reason for delay: Availability of staff</a>
Launch new certificate – 12-month implementation including approvals, marketing/scheduling, quick-hits, etc.	Warren Edwards	Sep 2022	Sep 2023	Sep <del>2023</del> 2024	Not started <a href="#">Reason for delay: Availability of staff</a>



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## SENATE

**Agenda Number:** 5.2

**Meeting Date:** January 25, 2023

**Presenter(s):** Jack Hayes, Shelley Boyd

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**AGENDA TITLE:** HISTORY FIRST ANNUAL FOLLOW-UP REPORT

**ACTION REQUESTED:** Motion

**RECOMMENDED RESOLUTION:** THAT the Senate Standing Committee on Program Review accept the History First Annual Follow-Up Report as attached.

THAT the program submits another annual follow-up report next year.

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## COMMITTEE REPORT

For Secretariat Use Only

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### Attachments

History First Annual Follow-Up Report

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### Submitted by

Melike Kinik-Dicleli, Manager of Quality Assurance, Office of Planning & Accountability

### Date submitted

January 5, 2023



History First Annual Follow-Up Report

Date Self-Study Report approved by SSCPR: Feb 24, 2021

Date of External Review Site Visit: June 17 & 18, 2021

Date Quality Assurance Plan approved by SSCPR: Jan 20, 2022

Date First Annual Follow-Up Report submitted: June 3, 2023 (JPH)

First Progress Report

MONTH/YEAR WHEN THE FIVE-YEAR ACTION PLAN BEGAN: January 2022 to January 2027

STRATEGY 1: Create a Program Advisory Committee (PAC)/External Advisory Committee (EAC) – build relationships with external partners, alumni, and others.

GOAL(S) FROM THE QA PLAN THIS STRATEGY SUPPORTS: **GOAL 3:** Create a Program Advisory Committee (PAC)/External Advisory Committee (EAC) for the program. **GOAL 5:** More effectively promote the History program within KPU and across the communities that we serve in order to grow our enrollments and provide meaningful service to our local communities.

Step(s) Required to Achieve this Strategy	Led by	Start on (M/YY)	Complete By (M/YY)	Progress to Date/Reasons for Lack of Progress
Establish a departmental committee to spearhead efforts to establish an EAC (External Advisory Committee)	HIST Chair	10/21	01/23	Completed 10/22 (dept committee chair, Oct 2021; formal dept committee & with alternates (Jan 2022))
Establish terms of reference/parameters for the HIST EAC, identify list of individuals, alumni, and community stakeholders from our local communities, coordinate with Dean’s office to send out invitations and to secure funding to support the EAC	HIST EAC committee	01/22	05/22	Completed 10-11/22 (list coordinated and invites prepped/pre-prepped, sent to Dean’s office Nov/Dec 2022)
Organize an initial meeting of HIST EAC, develop or initiate relationships with new community partners	HIST EAC committee	05-06/22	12/22 04/05-23	In-progress and TBA Meeting, but will take place spring 2023 (delay in spring-summer 2022 around potential pandemic issues; waiting on invite replies/coordinating availability)*  (*multiple EAC committee members slated for committee have provided short talks/presentations to HIST & other students (fall 2022) in particular linked to graduate school & history, history jobs in non-academic settings, and PDP)



**History First Annual Follow-Up Report**

Implement annual or bi-annual HIST EAC meeting	HIST EAC committee	Fall 2022	12/23	On-going (1 <sup>st</sup> meeting spr 2023; 2 <sup>nd</sup> meeting early winter 2023)
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## History First Annual Follow-Up Report

STRATEGY 2: Continue our work to decolonize our curriculum and expand efforts to Indigenize our program.

GOAL(S) FROM THE QA PLAN THIS STRATEGY SUPPORTS: **GOAL 1:** Build upon the work done to reorient our program to more transnational and thematic approaches (one of the main goals of our last QAP) by developing new courses, new pedagogy, and by embedding new methods and digital technologies into our existing curriculum. **GOAL 2:** Expand and further integrate decolonization and Indigenization into the History Program, its core competencies, and all of its course and program outcomes. **GOAL 4:** Update and align course outcomes, expectations, and program requirements to ensure successful student progression through the degree. **GOAL 5:** More effectively promote the History program within KPU and across the communities that we serve in order to grow our enrollments and provide meaningful service to our local communities.

Step(s) Required to Achieve this Strategy	Led by	Start on (M/YY)	Complete by (M/YY)	Progress to Date/Reasons for Lack of Progress
Support faculty in decolonization, Indigenization, and reconciliation efforts	Dean; HIST Chair	In process	On-going	In-progress (Decolonization committee regularly (several times a term) send out suggested activities; standing dept meeting discussion point; part of yearly curriculum & pedagogy discussion (latest discussion Dec 2022); further scheduled activities (a Nov 2022 workshop) delayed due to consulting group changes/communication, further discussions in process to do a different training in 2023)*  *(application(s) for further funding to support these dept (and for wider faculty/admin participation) efforts have been moderately successful, including fall 2021 FAEAF and fall 2022 FAEAF applications by the dept committee membership
Encourage HIST faculty to complete the online Indigenous Awareness modules and other PD opportunities such as the UBC Reconciliation MOOC	HIST Chair	12/21	05/22 and on-going to 12/27	Initial completed (9/22) and on-going (almost all dept faculty have completed at least one or more modules or decolonization/Reconciliation activities (usually two or three, or more), including the KAIROS Blanket Exercise (9/22); see point above)
Develop and implement a new course in Indigenous History of Canada (1110)	HIST Chair & individual dept members; HIST representative on ASCC	01/20	Completed 09/21	Completed 9/21 (feedback on the course has been very positive; regular waitlists for 1110)
Discuss, develop and implement further 2xxx-4xxx courses to develop further Indigenous and decolonization themes, including possible Canada-themed courses (TBA) and global	HIST Chair & individual dept members; HIST	9/22	At least one course by 9/23; at least	On-going (a standing HIST 4xxx Indigenous history of Canada course has been proposed and is working its way through dept and consultation-curriculum development, likely for ASCC proposal fall 2023; this process is taking a bit

## History First Annual Follow-Up Report

Indigenous history courses (TBA), and discuss possibility of a field-school opportunity	representative on ASCC		one further course by 9/27	longer and is in consultation with INDG faculty and local stakeholders in particular; there is further department preliminary discussion around development of a medium term global decolonization/Indigenous history course at the HIST 3xxx (2025-26))
Establish a department lead and committee to help gather materials, facilitate discussion, and facilitate wider engagement with Indigenous stakeholders, department, and institution; add a standing item to department meetings and/or curriculum assessment meetings to discuss instructional methods and integration related to decolonization (History Decolonization Committee)	HIST Chair & Committee chair	In process	01/22	Completed 1/22 and on-going (chair and committee constituted, with alternates, and regularly communicating with faculty and dept chair on various related opportunities; regular standing item in dept meetings starting spr 2022; regular intermittent curriculum and pedagogical discussions in meetings and online; dept participation (esp. committee chair & committee members) in wider university initiatives, speakers series and efforts)
Collect relevant materials for department/faculty discussion on meaning and intent of decolonization, Indigenization, settler-colonial regional & global history	HIST Decolonization committee	01/22	5/22 and on-going to 12/27	Completed 5/22 (first round) and on-going (regular intermittent discussions online/email and in dept meetings)
Bring Elder-in-Residence, chair of INDG, and/or other elders or stakeholders to speak to department	HIST Decolonization committee	05/22	05-06/22	Completed 9/22 (Sept 2022 KAIROS Blanket Exercise for dept faculty & with deans, provost office & other attendees; Nov 2022 meeting with KPU Elder in Residence); and on-going (other individual meetings have also taken place with the History Decolonization committee and a few faculty members; multiple online meetings with INDG faculty (undergoing some transitions); discussions opened with other local and regional elders)
In process of seeking consultation from community stakeholders (see step above), discuss and draft new curriculum outcomes, revise course outlines to reflect decolonization (preliminary stage) – develop a new program competency that specifically addresses the importance of decolonization & Indigenization and implement as courses come up for revision	HIST faculty & Decolonization committee, HIST Chair	09/22	12/25; and on-going as warranted	On-going (see point above) (there will be further dept discussion and some preliminary drafting of new curricular outcomes based on on-going discussions (point above) spr, sum & fall 2023 and onward)
Review, revise course outlines to reflect decolonization (later stages)	HIST Decolonization committee, HIST Chair	09/25	12/27	To be addressed but on-going (see points 1, 2, 4-8 above; this has been discussed at length in 2021-22 department meeting – numerous classes are increasingly reflecting more effort on dept faculty part in course goals & outcomes to more clearly and more on decolonization in different courses, this is in early stages)

## History First Annual Follow-Up Report

STRATEGY 3: Promote KPU History more broadly and effectively through a variety of activities on campus(es) and in our local communities: for example, in connections through our PAC/EAC, decolonization efforts with local Indigenous communities, building more synergy with other programs, disciplines, & departments through interdisciplinary or cross-listed course development; increased collaboration with KPU Marketing.

GOAL(S) FROM THE QA PLAN THIS STRATEGY SUPPORTS: **GOAL 1:** Focus on student success and ensure the program remains viable and sustainable. **GOAL 2:** Increase Program Recognition & better distinguish our program from our competition. **GOAL 3:** Create a Program Advisory Committee (PAC)/External Advisory Committee (EAC) for the program. **GOAL 5:** More effectively promote the History program within KPU and across the communities that we serve in order to grow our enrollments and provide meaningful service to our local communities.

Step(s) Required to Achieve this Strategy	Led by	Start on (M/YY)	Complete by (M/YY)	Progress to Date/Reasons for Lack of Progress
Initiate discussions with other departments/disciplines around interdisciplinary course development & cross-listing	HIST Chair & department faculty	01/20	5/23 and 5/26	On-going (initial discussions with Sciences Discipline have resulted in one new crosslist (in process 3-22 to 12-22, ASCC & SciSCC consideration 1/23) – HIST/HOPS 2308 Brewing History; other crosslists are under discussion with stakeholders by individual faculty, ex. 3xxx film course re Film Studies minor program)
Initiate wider alumni outreach to raise awareness of program and maintain connections with our wider community	HIST Chair	11/21	1/23	On-going and several initiatives completed (9/22-12/22) (modest HIST alumni newsletter (1/yr) initiated; two HIST alumni talks to current students, fall 2022; further, alumni newsletter will communicate with KPU Alumni association for further potential contacts)
Discuss/consider micro-credentialing and strategies for attracting advanced learners, planning for/addition of 1xxx time-slots for dual-credit courses (HS/secondary student learners)	HIST Chair & department	01/22	12/22	Completed 5/22-12/22 (various discussions; discussion ongoing with micro-credentialing & deans office around this; ongoing boosterism by individual faculty in wider presentations/work in lower mainland schools)
Utilize the expertise of KPU Marketing through the Faculty of Arts to create new advertising (print, digital) both internal and external to KPU	HIST Chair	01/22	06/22	Completed initial discussions (4-5/22) and on-going (discussions with Marketing to highlight History courses in a general sense and an ad hoc basis term-to-term (ex. several courses for the spr 2023 registration (11/22))
Utilize the expertise of KPU Arts Degree Advisors and FSO to expand our marketing and interaction with prospective and continuing students	HIST Chair	01/22	06/22	Completed initial discussions (5-6/22) with arts degree advising and on-going on a term-to-term basis (esp around odd numbering/acronym courses like HIST1190 & HIST4499 not clearly reflected in registration data system)
Organize a department media committee to discuss and update HIST digital and marketing footprint	HIST Chair & dept committee	01/22	9/23	On-going (to be addressed at next dept meeting 5 or 6/23) (some work completed fall 2022, ex. lock status re Twitter, development of dept TikTok, discussion of new projects/ideas to increase social media presence & activity)

## History First Annual Follow-Up Report

Analyze and revise department website, social media, and digital outreach based on self-study, student, alumni feedback	HIST Chair, HIST faculty, later on HIST Alumni	06/22	6/25	On-going (updates in process on a section by section basis and as they arise in dialogue with some alumni feedback, with new course listings, updates to History Streams, and etc.; added TikTok to dept social media footprint, locked Twitter; adding (spr 2023) new page to dept website re EAC committee members; moving and adding new faculty & student research, papers, projects to dept website (spr 2023 and forward on a rotating basis))
Discuss with EAC/PAC stakeholders possibilities external to KPU to highlight KPU History and students to potential stakeholders	HIST Chair & EAC Committee	09/22	6/25	On-going (initial discussions re the first EAC meeting spring 2023 and forward; see Strategy 1)
Discuss with Decolonization Committee, Elder-in-Residence, and other stakeholders possibilities external to KPU to highlight KPU History to potential students (see also step 7 in strategy 2)	HIST Chair, Decolonization committee	09/23	6/26	To be addressed (initial discussions with local stakeholders initiated; see Strategy 2)

## History First Annual Follow-Up Report

STRATEGY 4: Continue to streamline, revise and update our curriculum, and develop and implement new courses in accordance with the guidance received through this program review process.

GOAL(S) FROM THE QA PLAN THIS STRATEGY SUPPORTS: **GOAL 1:** Focus on student success and ensure the program remains viable and sustainable. **GOAL 2:** Increase Program Recognition & better distinguish our program from our competition. **GOAL 4:** Update and align course outcomes, expectations, and program requirements to ensure successful student progression through the degree.

Step(s) Required to Achieve this Strategy	Led by	Start on (M/YY)	Complete by (M/YY)	Progress to Date/Reasons for Lack of Progress
Initiate and then implement the addition of one more HIST1xxx-level course requirement to the HistoryBA Major and Minor requirement structure to bring HIST more in line with other Arts programs and their baseline requirements	HIST Chair & T Kinney	01/2021	09/2021	Completed (9/21)
Discuss, develop, and begin implementation process (depending on nature of discussion) of a HIST2xxxMethods & Skills course	HIST Chair & department	12/21	09/22	Completed (9/22) and on-going (course developed, sent through ASCC/SSCC spr 2022 and approved; first scheduled course 9/23, basic dept faculty rotation discussed)
Initiate discussions with other departments/disciplines around interdisciplinary course development & cross-listing	HIST Chair & department faculty	01/22	12/27	On-going (see Strategy 2 and Strategy 3)
Discuss, develop, and incorporate more signature assessments, digital media projects, and group work as per self-study student, faculty, and alumni survey feedback – discuss at regular department meetings and annually with the department curriculum/programming meeting	HIST Chair & department	06/2022	12/27	On-going (a significant, standing item in the yearly (december) dept pedagogy meeting discussion; more efforts 2022 & 2023 around signature digital projects (HIST4400, HIST4405, HIST4490, HIST4499 (ex. pop culture in East Asia, but others 2022 as well); in particular, HIST4499 fall 2021, HIST3350 spr 2022); to be addressed with EAC (Strategy 1) and around decolonization (Strategy 2) (re Strategy 2 & decolonization, several courses are taking this in account, exs. HIST4490 (digital heritage sign revision) and HIST3180 (decentering, decolonization & Indigenization of N American environmental history discussions & material research based on existing primary sources))
Discuss and explore opportunities among HIST faculty and with the Dean's office to address student, alumni and faculty concerns about course availability and geographical/topical diversity by continuing to offer more Special Topics (HIST4499) or Explorations (1190) courses on diverse and/or underrepresented topics	HIST Chair, department	9/22	9/23 and on-going	Completed (initial foray in Ancient History (re student/alumni feedback in PR), HIST4499 on Byzantine History/Ancient History sum 2022), and on-going (ex. fall 2022 1190 on Brewing History; spr 2023 Chinese food history; other 4499 or 1190 courses under development (exs. 2SLGBTQIA+ history; early modern piracy; global or European witchcraft; film history & censorship, etc.; initial discussion (12/22 dept meeting) of development of pre-modern history stream (re N American, Asian & Global history streams))



# History First Annual Follow-Up Report

Create a department working group to advise on department and course assessment.	HIST Chair & committee	9/22	01/23 and revisit 01/27	Completed 6/22 (initial ad hoc committee constituted to advise/assist the past and new dept chair on a term-to-term basis) and on-going (formal committee member solicitation, with alternates, in process)
Review and revise existing HIST course outlines to foreground key program competencies, and to incorporate outcomes that have been insufficiently developed to date, such as digital literacy, decolonization, experiential learning, etc. (see also strategies 1, 2 and 3, various steps)	HIST Chair & decolonization committee	12/22	12/23	On-going (as various initiatives in Strategies 1, 2, 3 & 4 unfold, competencies & outcomes and related content will be revisited, revised, or proposed & implemented)

## History First Annual Follow-Up Report

STRATEGY 5: In consultation with the Dean’s Office, IAP, and other stakeholders, pursue a shared regular faculty hire, most likely with INDG.

GOAL(S) FROM THE QA PLAN THIS STRATEGY SUPPORTS: **GOAL 2:** Increase Program Recognition & better distinguish our program from our competition. **GOAL 4:** Update and align course outcomes, expectations, and program requirements to ensure successful student progression through the degree. **GOAL 5:** More effectively promote the History program within KPU and across the communities that we serve in order to grow our enrollments and provide meaningful service to our local communities.

Step(s) Required to Achieve this Strategy	Led by	Start on (M/YY)	Complete by (M/YY)	Progress to Date/Reasons for Lack of Progress
Initiate discussion with INDG and the Dean’s Office around a shared position (50/50 or other) with specialization in Indigenous history, to help facilitate decolonization and reconciliation	HIST Chair	01/22	01/27	On-going (initial discussions with dean’s office fall 2021-spr 2022; in process)
Initiate IAP research and discussion with other possible stakeholders around a shared position (50/50 or other) with specialization in Indigenous history, to help facilitate decolonization and reconciliation	HIST Chair	01/22	01/27	On-going (initial discussions in process (see above))

PROGRAM UNDER REVIEW: History

### Instructions for Reviewers

Your assessment should ensure that progress on the Goals and Planned Actions is clearly articulated. If no progress has occurred on a Goal and/or Planned Action, please ensure that a clear rationale has been provided.

#### OVERALL ASSESSMENT:

*Please provide a brief assessment of the Annual Follow-Up Report under review and an overall recommendation.*

**Reviewer #1:** The history department has made commendable progress in achieving the strategies and goals set out in the SSR and External review. Of particular note is the movement toward Indigenization and the establishment of a Program Advisory Committee. Both of these undertakings are significant in scope and it is heartening to read about the tangible progress that has been made and which is ongoing.

**Reviewer #2:** The History team has made considerable progress towards renewing their program and building on their strengths. The report is clear, detailed, and well written with manageable steps aligned with the QAP. Many important initiatives have been completed, and for items that are in progress or on-going, detailed notes are provided. I have a few comments and questions below.

#### The Report (click on the box that corresponds to your recommendation):

- ☒ Reviewer #1: Recommend for approval by the SSCPR as is
- ☒ Reviewer #2: Recommend for approval by the SSCPR pending suggested actions (see below)
- ☐ Recommend for rejection by the SSCPR

### MAJOR ISSUES AND SUGGESTED ACTIONS:

Complete this section ONLY if you have identified the following major issues with the Annual Follow-Up:

- a) Progress to date is unclear.
- b) No clear rationale has been provided for why no progress has occurred.

Issue (page #)	Suggested Action	Program's Response
p. 3 Step 1, in complete by date, avoid "on-going."	Because the word "support" in Steps column is general, maybe break it down into sub steps so you can have clear complete dates. You mention some actions in the notes, so maybe just use them as sub steps. This will make it easier to report on them.	See revisions – to address the reviewer's comments (and after communicating with the SSCPR chair) we used bullet points to further break down the steps and reframed some of the material to note either DONE/completed, in subsections, where and how on-going steps might apply
p. 5 Under Goals, Goal 2 "Increase our program recognition and distinguish our program from	This is a reasonable goal, but in the QAP, goal 2 is about decolonization and Indigenization. Do you mean	Revised – to bring in work on decol and Indigenization as part of ongoing brand work.

competition.”	Goal 3 about establishing PAC and building your brand?	Thank you for catching this rather large mistake!
p. 7 Step 4	To avoid “on-going”, a long complete by date, and move beyond discussion, clearer, more specific actional items might be helpful. Eg: create bank of assessments, invite T&L rep to talk about groupwork....	Reworded a bit and reframed with bullet points to note more specific assessments and issues. However, this is very much an ongoing process as the department works out various strategies, develops classes, and designs more assessments tailored to our program in our yearly curriculum/pedagogy meeting and department meetings... as well as works with Marketing, Arts Advising, etc.
p. 9 Step 1,	What were the results of the discussion? Positive, I assume. What’s next? Are there intermediate steps you can take and report on? Same with Step 2.	This is hard to answer in a more blunt manner – actually not very positive outcome in initial discussion, but that does not mean we cannot circle back around to it... as it will be re-addressed at a later date, in consultation with other HIST faculty, this is the best general answer we can provide vis Goal 5 progress at this point.

### MINOR EDITS (Spelling, syntax, word choice and other mechanical issues).

Please list corresponding page numbers. Minor edits are NOT discussed at the SSCPR meeting. Add or remove rows as needed.

<b>Minor Edits (page #). ADRESSED – entire document edited for style, consistency, justification, bullet points, etc.</b>
**the report would benefit from a thorough copy-edit for style, syntax and consistency in the “Progress to Date” cells**
p.1 Double parentheses in the first item (and other instances: p.4, p5, p6, p7, p8, p9)
p. 3, step 3, last column – <i>intial</i>
p.3 FAEAF – please spell out
Use of “spr” as an abbreviation for the spring semester is inconsistent

<b>Minor Edits (page #). ADRESSED – entire document edited for style, consistency, justification, bullet points, etc.</b>
**the report would benefit from a thorough copy-edit for style, syntax and consistency in the “Progress to Date” cells**
“Initial completed” should be “Initially completed”
The text in the final cell (“On-going ...”) is a run-on sentence
p.9 “intial discussions with dean’s office...” should be “initial discussions...”
p.9 IAP should be OPA in Strategy 5 and Step 2.



## History First Annual Follow-Up Report

Date Self-Study Report approved by SSCPR: Feb 24, 2021

Date of External Review Site Visit: June 17 & 18, 2021

Date Quality Assurance Plan approved by SSCPR: Jan 20, 2022

Date First Annual Follow-Up Report submitted: ~~Jan 19~~<sup>June 3</sup>, 2023 (JPH)

### First Progress Report

MONTH/YEAR WHEN THE FIVE-YEAR ACTION PLAN BEGAN: January 2022 to January 2027

STRATEGY 1: Create a Program Advisory Committee (PAC)/External Advisory Committee (EAC) – build relationships with external partners, alumni, and others.

GOAL(S) FROM THE QA PLAN THIS STRATEGY SUPPORTS: **GOAL 3:** Create a Program Advisory Committee (PAC)/External Advisory Committee (EAC) for the program. **GOAL 5:** More effectively promote the History program within KPU and across the communities that we serve in order to grow our enrollments and provide meaningful service to our local communities.

Step(s) Required to Achieve this Strategy	Led by	Start on (M/YY)	Complete By (M/YY)	Progress to Date/Reasons for Lack of Progress
Establish a departmental committee to spearhead efforts to establish an EAC (External Advisory Committee)	HIST Chair	10/21	<del>12/22</del> <sup>01/23</sup>	<u>Done</u> <ul style="list-style-type: none"><li>Completed 10/22 (departmental committee chair, <del>10/Oct-2021</del>; formal departmental committee <del>with</del> &amp; with alternates, <del>12-/Jan-2022</del>)</li></ul>
Establish terms of reference/parameters for the HIST EAC, identify list of individuals, alumni, and community stakeholders from our local communities, coordinate with Dean’s office to send out invitations and to secure funding to support the EAC	HIST EAC committee	01/22	<del>10/05</del> <sup>12/22</sup>	<u>Done</u> <ul style="list-style-type: none"><li>Completed 10-11/22 (list of potential community members coordinated and invites prepped/pre-prepped, sent to Dean’s office <del>11-12/Nov/Dec</del> 2022)</li></ul>
Organize an initial meeting of HIST EAC, develop or initiate relationships with new community partners	HIST EAC committee	05-06/22	12/22 <del>04-05/23</del> <sup>04-05/23</sup>	<u>In process</u> <ul style="list-style-type: none"><li>In-progress and TBA Meeting, but will take place spring 2023 (delay in spring-summer 2022 around potential pandemic issues; waiting on invite replies/coordinating availability)*</li></ul>



History First Annual Follow-Up Report

				(*multiple EAC committee members slated for <u>the</u> committee have provided short talks/presentations to HIST & other students (fall 2022) in particular linked to graduate school & history, history jobs in non-academic settings, and PDP)
Implement annual or bi-annual HIST EAC meeting	HIST EAC committee	Fall 2022	12/23	<u>To be addressed</u> <ul style="list-style-type: none"><li><del>First On-going</del> (1<sup>st</sup> meeting <u>will be springspr 2023</u>; <del>second</del> 3<sup>rd</sup> meeting <u>slated for</u> early <del>ww</del>inter 2023 <u>depending on committee preferences</u>)</li></ul>

## History First Annual Follow-Up Report

STRATEGY 2: Continue our work to decolonize our curriculum and expand efforts to Indigenize our program.

GOAL(S) FROM THE QA PLAN THIS STRATEGY SUPPORTS: **GOAL 1:** Build upon the work done to reorient our program to more transnational and thematic approaches (one of the main goals of our last QAP) by developing new courses, new pedagogy, and by embedding new methods and digital technologies into our existing curriculum. **GOAL 2:** Expand and further integrate decolonization and Indigenization into the History Program, its core competencies, and all of its course and program outcomes. **GOAL 4:** Update and align course outcomes, expectations, and program requirements to ensure successful student progression through the degree. **GOAL 5:** More effectively promote the History program within KPU and across the communities that we serve in order to grow our enrollments and provide meaningful service to our local communities.

Step(s) Required to Achieve this Strategy	Led by	Start on (M/YY)	Complete by (M/YY)	Progress to Date/Reasons for Lack of Progress
Support faculty in decolonization, Indigenization, and reconciliation efforts	Dean; HIST Chair	In process	Completed 01/23 and on-going to 12/27 On-going	<p><u>Done</u></p> <ul style="list-style-type: none"> <li>Initial efforts discussed in the HIST Self-Study and QAP (eg. immediate efforts to address decolonization, Indigenization and wider discussion and study of relevant materials by department faculty) were completed over the course of 2022, but this is otherwise an on-going initiative and strategy to be regularly addressed and revisited <u>In-progress</u></li> <li>The Decolonization committee meets each term;</li> <li>The Decolonization committee regularly (several times a term) communicates <del>send out</del> relevant, accessible <del>suggested</del> activities to department faculty;</li> <li>There is a standing department meeting discussion point;</li> <li>Decolonization &amp; Indigenization are part of HIST's yearly faculty curriculum &amp; pedagogy discussion (latest discussion 12/Dec-2022);</li> <li>One major exercise (KAİROS Blanket Exercise, 9/22) was completed but further scheduled activities (11/a Nov-2022 workshop) were delayed due to consulting group changes/communication; further discussions in process to do a different training in 2023)*</li> <li></li> <li></li> <li>*(An application(s) for further funding to support these department (and for wider faculty/administration participation) efforts have been moderately successful, including fall 2021 FAEAF (Faculty of</li> </ul>



## History First Annual Follow-Up Report

				Arts Excellence and Advancement Funds) and fall 2022 FAEAF applications by the department committee membership, <u>and are on-going</u>
Encourage HIST faculty to complete the online Indigenous Awareness modules and other PD opportunities such as the UBC Reconciliation MOOC	HIST Chair	12/21	<u>Completed</u> 05/22 and on-going to 12/27	<u>Done</u> <ul style="list-style-type: none"> <li><u>Completed</u> <del>initial completed</del> 05/22 and <del>(9/22)</del> and on-going (almost all department faculty have completed at least one or more modules or decolonization/Reconciliation activities (usually two or three, or more), including <u>all HIST faculty at</u> the KAIROS Blanket Exercise (9/22); see <del>point</del> above)</li> <li><u>Members of the department committee continue to apply for PD funding to help organize department and wider faculty events on decolonization. These included fall 2021 FAEAF (Faculty of Arts Excellence and Advancement Funds) and fall 2022 FAEAF applications by the department committee.</u></li> </ul>
Develop and implement a new course in Indigenous History of Canada (1110)	HIST Chair & individual dept members; HIST representative on ASCC	01/20	Completed 09/21	<u>Done</u> <ul style="list-style-type: none"> <li>Completed 9/21 (feedback on the course has been very positive; regular waitlists for <u>HIST 1110</u>)</li> </ul>
Discuss, develop and implement further 2xxx-4xxx courses to develop further Indigenous and decolonization themes, including possible Canada-themed courses (TBA) and global Indigenous history courses (TBA), and discuss possibility of a field-school opportunity	HIST Chair & individual dept members; HIST representative on ASCC	9/22	At least one course by <u>09/23</u> ; at least one further course by <u>09/27</u>	<u>In process</u> <ul style="list-style-type: none"> <li><u>On-going</u> <del>for</del> a standing HIST 4xxx Indigenous history of Canada course has been proposed and is working its way through department and consultation-curriculum development, likely for ASCC proposal fall 2023; this process is taking a bit longer and is in consultation with INDG faculty and local stakeholders in particular;</li> <li><u>There is further preliminary</u> department <del>preliminary</del> discussion <u>(06/22, 12/22)</u> around development of a <del>medium term</del> global decolonization/<u>global</u> Indigenous/<u>global ethnicity</u> history course at the HIST 3xxx; <u>the first test-drive HIST4499 (Special Topics: Global Ethnicity) is slated for fall 2023-(2025-26))</u></li> </ul>
Establish a department lead and committee to help gather materials, facilitate discussion, and facilitate wider engagement with Indigenous stakeholders, department, and institution; add a standing item to department meetings	HIST Chair & Committee chair	In process	01/22	<u>Done</u> <ul style="list-style-type: none"> <li><u>Completed 1/22 - <del>and on-going</del></u> (chair and committee constituted, with alternates, and regularly communicating with faculty and department chair on various related opportunities;</li> </ul>

## History First Annual Follow-Up Report

and/or curriculum assessment meetings to discuss instructional methods and integration related to decolonization (History Decolonization Committee)				<ul style="list-style-type: none"> <li>Regular standing item in department meetings starting spring 2022;</li> <li>Regular intermittent curriculum and pedagogical discussions in meetings and online;</li> <li>Department participation (especially committee chair &amp; committee members) in wider university initiatives (including redevelopment/revision of decolonization, indigenization and related badges), speakers series and relevant efforts)</li> </ul>
Collect relevant materials for department/faculty discussion on meaning and intent of decolonization, Indigenization, settler-colonial regional & global history	HIST Decolonization committee	01/22	05/22 and on-going to 12/27	<p>Done</p> <ul style="list-style-type: none"> <li>Completed 5/22 (first round) and on-going (regular intermittent discussions online/email and standing item in department meetings)</li> </ul>
Bring Elder-in-Residence, chair of INDG, and/or other elders or stakeholders to speak to department	HIST Decolonization committee	05/22	05-06/22	<p>Done</p> <ul style="list-style-type: none"> <li>Several initiatives were completed in 2022</li> <li>Completed 9/22 (9/Sept 2022 KAIROS Blanket Exercise for department faculty &amp; with deans, provost office &amp; other attendees;</li> <li>11/Nov 2022 meeting with KPU Elder in Residence);</li> <li>And on-going to 2027 (other individual meetings have also taken place with the History Decolonization committee and a other individual faculty members; multiple online meetings with INDG faculty (undergoing some transitions); discussions opened with other local and regional elders)</li> </ul>
In process of seeking consultation from community stakeholders (see step above), discuss and draft new curriculum outcomes, revise course outlines to reflect decolonization (preliminary stage) – develop a new program competency that specifically addresses the importance of decolonization & Indigenization and implement as courses come up for revision	HIST faculty & Decolonization committee, HIST Chair	09/22	12/25; and on-going as warranted	<p>In process</p> <ul style="list-style-type: none"> <li>On-going (see point above) (there will be further department discussion and some preliminary drafting of new curricular outcomes based on on-going discussions (point above) and department meetings spring, summer &amp; fall 2023 and onward)</li> </ul>
Review, revise course outlines to reflect decolonization (later stages)	HIST Decolonization committee, HIST Chair	09/25	12/27	<p>To be addressed but on-going</p> <ul style="list-style-type: none"> <li>See points 1, 2, 4-8 above; this has been discussed at length in 2021-22 department meeting – numerous classes are increasingly reflecting more efforts along these line by individual on-dept faculty</li> </ul>

## History First Annual Follow-Up Report

~~part~~ in course goals & outcomes to more clearly and more thoroughly address decolonization, postcolonialism and related approaches in different courses; ~~this is, however, in early stages}~~

STRATEGY 3: Promote KPU History more broadly and effectively through a variety of activities on campus(es) and in our local communities: for example, in connections through our PAC/EAC, decolonization efforts with local Indigenous communities, building more synergy with other programs, disciplines, & departments through interdisciplinary or cross-listed course development; increased collaboration with KPU Marketing.

GOAL(S) FROM THE QA PLAN THIS STRATEGY SUPPORTS: **GOAL 1:** Focus on student success and ensure the program remains viable and sustainable. **GOAL 2:** Increase ~~p~~Program relevance, rRecognition & better distinguish our program by developing meaningful engagement with and integration of decolonization and Indigenization in the History program~~from our competition~~. **GOAL 3:** Create a Program Advisory Committee (PAC)/External Advisory Committee (EAC) for the program. **GOAL 5:** More effectively promote the History program within KPU and across the communities that we serve in order to grow our enrollments and provide meaningful service to our local communities.

Step(s) Required to Achieve this Strategy	Led by	Start on (M/YY)	Complete by (M/YY)	Progress to Date/Reasons for Lack of Progress
Initiate discussions with other departments/disciplines around interdisciplinary course development & cross-listing	HIST Chair & department faculty	01/20	<u>05/23 and 05/26</u> <del>05/26</del>	<p><u>Done – will revisit in 2026</u></p> <ul style="list-style-type: none"> <li><u>Completed 01/23 first major cross-list – <del>On-going</del></u> (initial discussions with Sciences Discipline have resulted in one new crosslist, <u>HIST/HOPS 2308 Brewing History</u> (in process <u>03/-22 to 01/23</u><del>12-22</del>, ASCC <u>process complete and approved, &amp; Sciences SCC meeting</u><del>consideration</del> <u>021/23</u>);</li> <li><u>— HIST/HOPS 2308 Brewing History; <del>O</del>ther crosslists are under discussion with stakeholders by individual faculty, for example, <del>x</del> HIST 3xxx film course <u>for HIST and the new</u><del>re</del> Film Studies minor program;</u></li> <li><u>Engagement with INDG in new course and discussion of cross-list course development of 1xxx or 3xxx courses}</u></li> </ul>
Initiate wider alumni outreach to raise awareness of program and maintain connections with our wider community	HIST Chair	11/21	<u>01/23</u>	<u>Done</u>

## History First Annual Follow-Up Report

				<ul style="list-style-type: none"> <li>Completed 01/23 <del>On-going and several initiatives completed</del>— alumni outreach was initiated between {9/22-12/22, HIST Alumni newsletter &amp; communication sent 12/22;</li> <li>On-going 2024-27, alumni outreach newsletter 1/once per year;</li> <li>Two history alumni talks to current history students, fall 2022} {</li> <li>By 01/24, modest HIST alumni newsletter (1/yr) initiated; two HIST alumni talks to current students, fall 2022; further, the alumni newsletter <u>editor</u> will communicate with KPU Alumni association for further potential contacts}</li> </ul>
Discuss/consider micro-credentialing and strategies for attracting advanced learners, planning for/addition of 1xxx time-slots for dual-credit courses (HS/secondary student learners)	HIST Chair & department	01/22	12/22	<u>Done</u> <ul style="list-style-type: none"> <li>Various discussions cCompleted 5/22-12/22 <del>(various discussions;—</del> discussion ongoing with micro-credentialing &amp; deans office <del>around this;</del></li> <li><del>O</del>ngoing boosterism by individual faculty in wider presentations/work in lower mainland schools}</li> </ul>
Utilize the expertise of KPU Marketing through the Faculty of Arts to create new advertising (print, digital) both internal and external to KPU	HIST Chair	01/22	06/22	<u>Done and in process</u> <ul style="list-style-type: none"> <li>Completed initial discussions (4-5/22) <del>and on-going (discussions</del> with Marketing to highlight History courses in a general sense (<u>advertising</u>) and <del>on an</del> ad hoc basis term-to-term (<u>for example, ex.</u> several <u>targeted</u> courses for <del>the springspr</del> 2023 registration <u>in</u> <del>(11/22)</del>)</li> </ul>
Utilize the expertise of KPU Arts Degree Advisors and FSO to expand our marketing and interaction with prospective and continuing students	HIST Chair	01/22	06/22	<u>Done</u> <ul style="list-style-type: none"> <li><u>Completed</u> initial discussions (5-6/22) with <u>A</u>arts <u>D</u>egree <u>A</u>dvising and on-going on a term-to-term basis (<u>especiall</u>y around odd numbering/acronym courses like HIST1190 &amp; HIST4499 not clearly reflected in registration data system)</li> <li><u>On-going Discussions highlighted department efforts around decolonizaiton and Indigenous history courses, novel course topics (thematic history topics), and to try to appeal across disciplines (for example, highlighting HIST2380 Global Environmental history to science majors to fulfill Arts credits with positive results)</u></li> </ul>
Organize a department media committee to discuss and update HIST digital and marketing footprint	HIST Chair & dept committee	01/22	<u>09/23</u>	<u>In process</u> <ul style="list-style-type: none"> <li><u>On-going</u> (to be addressed at next <del>departmentt</del> meeting 5-<del>or</del> 6/23)</li> </ul>

## History First Annual Follow-Up Report

				<ul style="list-style-type: none"> <li>• <del>Some</del> work completed fall 2022, <u>for example, ex-</u> HIST locked <u>ed</u> status <u>in</u> Twitter, development of <u>department</u> TikTok, discussion of new projects/ideas to increase social media presence &amp; activity, <u>and so on</u>;</li> <li>• <u>Initial discussion on and on-going work with Marketing, Arts Advising, and individual faculty and programs to highlight new and existing courses related to specific topical areas to raise awareness about the history program (for example, communication and advising presentations for Arts Advising and New Students initiatives on cross-listed courses (ASIA/HIST), opportunities for students (HIST1110 and 4490, Indigenous histories of Canada), and social media/digital media posting on these and other related endeavors in HIST (1/22-1/23, various events, presentaitons, etc.)</u></li> </ul>
Analyze and revise department website, social media, and digital outreach based on self-study, student, alumni feedback	HIST Chair, HIST faculty, later on HIST Alumni	06/22	06/25	<u>In process</u> <ul style="list-style-type: none"> <li>• <u>On-going</u> (<u>U</u> updates in process on a section by section basis and as they arise in dialogue with some alumni feedback, with new course listings, updates to History Streams, and etc.;</li> <li>• <u>In digital terms</u>, added TikTok to <u>department</u> social media footprint, locked Twitter; adding (<u>spring</u> 2023) new page to <u>department</u> website <u>for the</u> EAC/<u>EAC</u> committee membership;</li> <li>• <u>M</u>oving and adding new faculty &amp; student research, papers, projects to <u>present and past events on the department-dept</u> website <u>from</u> (<u>spring</u> -2023 and <u>onwardforward</u> on a rotating basis)</li> </ul>
Discuss with EAC/PAC stakeholders possibilities external to KPU to highlight KPU History and students to potential stakeholders	HIST Chair & EAC Committee	09/22	06/25	<u>In process</u> <ul style="list-style-type: none"> <li>• <u>On-going</u> (<u>initial</u> <u>Initial</u> discussions <u>regarding</u> <u>re</u> the first EAC meeting spring 2023 and <u>onward</u> <u>forward</u>; see Strategy 1)</li> </ul>
Discuss with Decolonization Committee, Elder-in-Residence, and other stakeholders possibilities external to KPU to highlight KPU History to potential students (see also step 7 in strategy 2)	HIST Chair, Decolonization committee	09/23	06/26	<u>To</u> <u>To</u> be addressed <ul style="list-style-type: none"> <li>• (<u>I</u> initial discussions with local stakeholders initiated, <u>especially related to 9/22 KAIROS exercise</u>; see Strategy 2)</li> </ul>

## History First Annual Follow-Up Report

STRATEGY 4: Continue to streamline, revise and update our curriculum, and develop and implement new courses in accordance with the guidance received through this program review process.

GOAL(S) FROM THE QA PLAN THIS STRATEGY SUPPORTS: **GOAL 1:** Focus on student success and ensure the program remains viable and sustainable. **GOAL 2:** Increase Program Recognition & better distinguish our program from our competition. **GOAL 4:** Update and align course outcomes, expectations, and program requirements to ensure successful student progression through the degree.

Step(s) Required to Achieve this Strategy	Led by	Start on (M/YY)	Complete by (M/YY)	Progress to Date/Reasons for Lack of Progress
Initiate and then implement the addition of one more HIST1xxx-level course requirement to the HistoryBA Major and Minor requirement structure to bring HIST more in line with other Arts programs and their baseline requirements	HIST Chair & T Kinney	01/2021	09/2021	<u>Done</u> <ul style="list-style-type: none"> <li>Completed (09/21)</li> </ul>
Discuss, develop, and begin implementation process (depending on nature of discussion) of a HIST2xxxMethods & Skills course	HIST Chair & department	12/21	09/22	<u>Done</u> <ul style="list-style-type: none"> <li>Completed (09/22) <del>and on-going</del> (course developed, sent through ASCC/SSCC spring 2022 and approved); first scheduled course 09/23;</li> <li><del>basic Dept</del> faculty rotation discussed <u>at 09/22 department meeting</u></li> </ul>
Initiate discussions with other departments/disciplines around interdisciplinary course development & cross-listing	HIST Chair & department faculty	01/22	12/27	<u>In process</u> <ul style="list-style-type: none"> <li><u>This is on-going and addressed in</u> <del>(see Strategy 2 and Strategy 3)</del></li> </ul>
Discuss, develop, and incorporate more signature assessments, digital media projects, and group work as per self-study student, faculty, and alumni survey feedback – discuss at regular department meetings and annually with the department curriculum/programming meeting	HIST Chair & department	06/2022	12/27	<u>In process</u> <ul style="list-style-type: none"> <li><u>Some initial assignments development completed (2022) and otherwise on-going through 2027.</u> <del>(This is a significant, standing item in the yearly (December) department + pedagogy meetings and discussions;</del></li> <li><u>Based on department meetings in 2022, faculty have made efforts to share more</u> <del>more efforts 2022 &amp; 2023 around</del> signature digital projects (HIST4400, HIST4405, HIST4490, HIST4499 <del>(for example, ex- Pop Culture in East Asia, but others 2022 as well)</del> <u>including ePortfolios, digital paper/online deliverables or mockup assignments</u> <del>(-in particular, HIST4499 fall 2021, fall 2022, HIST 4400 &amp; HIST3350 spr 2022);</del></li> <li><u>This will</u> <del>to</del> be addressed with EAC (Strategy 1) and around decolonization (Strategy 2) (<u>regarding</u> Strategy 2 &amp; decolonization,</li> </ul>

## History First Annual Follow-Up Report

				<p>several courses <del>have already taken</del> <del>are taking</del> this into account, <del>for example, exs.</del> HIST4490 (digital heritage sign revision <u>assignment</u>) and HIST3180 (decentering, decolonization &amp; Indigenization of North American environmental history <del>yy discussions &amp; material research</del> based on existing <u>written &amp; oral Indigenous</u> primary sources <u>assignment</u>);</p> <ul style="list-style-type: none"> <li>Finally, as it was specifically noted in the HIST Self-Study, group work assignments and assessments discussions have taken place and a bank of suggested assignments (and best practices) developed from several department meetings (6/22, 9/22, 12/22). This will be further developed and discussed at future department meetings</li> </ul>
Discuss and explore opportunities among HIST faculty and with the Dean's office to address student, alumni and faculty concerns about course availability and geographical/topical diversity by continuing to offer more Special Topics (HIST4499) or Explorations (1190) courses on diverse and/or underrepresented topics	HIST Chair, department	09/22	09/23 and on-going	<p><u>In process</u></p> <ul style="list-style-type: none"> <li>Once course already offered <del>Completed</del> (initial foray in Ancient History) <del>{based on re-student/alumni feedback in PR HIST Self-Study PR}</del> <del>(-HIST4499 Special Topics: on Byzantine History/Ancient History summer 2022);</del></li> <li>Another ancient history/pre-modern history course is in the pipeline, HIST4499 Special Topics: Byzantine History slated for summer 2023;</li> <li><del>}, and on-going</del> Recent, new thematic offerings include <del>(ex. fall 2022 HIST1190 on Brewing Civilizations (brewing history, fall 2022) History, spr 2023 HIST1190: Chinese food history (spring 2023);</del></li> <li><del>}; Other</del> courses under development include <del>4499 or 1190 courses under development (exs. 2SLGBTQIA+ history, early modern piracy, global or European witchcraft, film history &amp; censorship</del></li> <li><del>, etc.; T</del> here was also an initial discussion (12/22 department meeting) of development of pre-modern history stream (in line with existing <del>re N American, Asian &amp; Global history streams</del>) <u>to further address alumni and student concerns around course offerings</u></li> </ul>
Create a department working group to advise on department and course assessment.	HIST Chair & committee	09/22	01/23 and revisit 01/27	<p><u>Done – to be revisited in 2027</u></p> <ul style="list-style-type: none"> <li>An <del>Completed 6/22</del> (initial ad hoc committee <u>was</u> constituted (06/22) to advise/assist the past and new dept chair on a term-to-term basis)</li> </ul>



## History First Annual Follow-Up Report

				<ul style="list-style-type: none"> <li><u>The department will constitute a formal committee by 12/23, with alternates and on-going (formal committee member solicitation, with alternates, in process)</u></li> </ul>
Review and revise existing HIST course outlines to foreground key program competencies, and to incorporate outcomes that have been insufficiently developed to date, such as digital literacy, decolonization, experiential learning, etc. (see also strategies 1, 2 and 3, various steps)	HIST Chair & decolonization committee	12/22	12/23	<u>In process</u> <ul style="list-style-type: none"> <li>On-going - <del>(as various initiatives in Strategies 1, 2, 3 &amp; 4 unfold, competencies &amp; outcomes and related content will be revisited, revised, or proposed &amp; implemented)</del></li> </ul>

STRATEGY 5: In consultation with the Dean's Office, IAP, and other stakeholders, pursue a shared regular faculty hire, most likely with INDG.

GOAL(S) FROM THE QA PLAN THIS STRATEGY SUPPORTS: **GOAL 2:** Increase Program Recognition & better distinguish our program from our competition. **GOAL 4:** Update and align course outcomes, expectations, and program requirements to ensure successful student progression through the degree. **GOAL 5:** More effectively promote the History program within KPU and across the communities that we serve in order to grow our enrollments and provide meaningful service to our local communities.

Step(s) Required to Achieve this Strategy	Led by	Start on (M/YY)	Complete by (M/YY)	Progress to Date/Reasons for Lack of Progress
Initiate discussion with INDG and the Dean's Office around a shared position (50/50 or other) with specialization in Indigenous history, to help facilitate decolonization and reconciliation	HIST Chair	01/22	01/27	<u>In process</u> <ul style="list-style-type: none"> <li><del>On-going</del> (initial discussions with dean's office fall 2021 <u>and during -spring 2022; in process</u>)</li> </ul>
Initiate <del>OPA</del> IAP research and discussion with other possible stakeholders around a shared position (50/50 or other) with specialization in Indigenous history, to help facilitate decolonization and reconciliation	HIST Chair	01/22	01/27	<u>In process</u> <ul style="list-style-type: none"> <li><del>On-going</del> (initial discussions in process (see above))</li> </ul>



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**SENATE**

**Agenda Number:** 5.3

**Meeting Date:** January 25, 2023

**Presenter(s):** Amy Jeon

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**AGENDA TITLE:** POLITICAL SCIENCE EXTERNAL REVIEW REPORT

**ACTION REQUESTED:** Motion

**RECOMMENDED RESOLUTION:** THAT the Senate Standing Committee on Program Review accept the Political Science External Review Report as attached.

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**COMMITTEE REPORT**

For Secretariat Use Only

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**Attachments**

Political Science External Review Report

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**Submitted by**

Melike Kinik-Dicleli, Manager of Quality Assurance, Office of Planning & Accountability

**Date submitted**

January 5, 2023

REPORT: Political Science External Review Report

DATE: December 1, 2022

**EXTERNAL REVIEW TEAM MEMBERS (THE “ERT”)**

Dr. Robert J. Hanlon, Thompson Rivers University

Dr. Charles Breton, Centre of Excellence on the Canadian Federation

Dr. Nick Inglis, Kwantlen Polytechnic University

**OVERALL ASSESSMENT**
**SELF-STUDY REPORT**

*Criteria: The Self-Study Report provides a data-supported analysis of the program’s strengths, weaknesses, opportunities and challenges.*

**Standard for Assessing this Report:**

- The programmatic strengths and weaknesses identified in this report are supported by data and external review findings;
- Recommendations are supported by data, a clear rationale and external review findings.

**The External Reviewers:**

Validate the Self-Study Report’s findings and recommendations

Do not validate the Self-Study Report’s findings and recommendations

**Rationale for this Determination:**

## REVIEWERS' VALIDATION OF THE SELF-STUDY REPORT CHAPTERS

### CHAPTER 2: Program Currency and Connections

***Criteria:** This chapter adequately assesses program competitiveness and its connections to the discipline/sector. The assessment is supported by appropriate evidence and conclusions.*

#### Standard for Assessing this Chapter:

- The programmatic strengths and weaknesses identified in this chapter are supported by data and external review findings;
- Recommendations are supported by data, a clear rationale and external review findings.

#### The External Reviewers:

Validate the Chapter's findings and recommendations	Do not validate the Chapter's findings and recommendations
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#### Rationale for this Determination:

The program's currency and connections are clearly presented and based on a reasonable reading of the data. The self-study presents accurately how the department is situated within the overall post-secondary context. Of note is how its faculty can contribute to the discipline while having high teaching loads. We commend the innovative thinking behind expanding the social media presence and the creation of a quarterly newsletter.

The recommendation to increase summer course offerings appears to be filling a need and respond to students' demands for more scheduling options. The creation of an interdisciplinary Program Advisory Committee (PAC) and an overall look at relationships with other departments (e.g. Policy Studies) represent great opportunities to build synergies and complementarities.

The ERT further find that the Self-Study Report offers demonstrable evidence that the Political Science Department at KPU is strongly committed to building world-class programming. We are particularly impressed with the department's innovative initiatives beyond the classroom including:

- Establishing a KPU Student Climate Change Ambassador Program
- Organizing political debates during election periods
- Representing KPU at nationally and internationally recognized conferences
- Inviting guest speakers from the community
- Promoting networking and career events

**Additional Recommendations Identified by the ERT—include a rationale for the recommendation:**

We encourage the Political Science Department at KPU to continue with its programming as outlined in the pathways suggested within the department's self-assessed recommendations as it seeks to strengthen student enrolment numbers and continue to promote its innovative Major.

**CHAPTER 3: Quality of Curriculum Design**

***Criteria:** This chapter adequately examines the quality of the program's curriculum and its current relevance to the discipline/sector. The assessment is supported by appropriate evidence and conclusions.*

**Standard for Assessing this Chapter:**

- The programmatic strengths and weaknesses identified in this chapter are supported by data and external review findings;
- Recommendations are supported by data, a clear rationale and external review findings

**The External Reviewers:**

Validate the Chapter's findings and recommendations	Do not validate the Chapter's findings and recommendations
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**Rationale for this Determination:**

The department has a clear view of the strength and weaknesses of its current curriculum. In particular, the process for a comprehensive review and a larger discussion around scaffolding is well underway and will greatly help the department in moving to the next step and increase enrolment. In the ERT's view, the Political Science Department at KPU has strongly demonstrated its commitment and strategy for modernizing its curriculum in-line with its core program competencies as the Faculty of Arts begins reviewing the Arts Academic Plan, the B.A. Framework, and Vision 2023.

**Additional Recommendations Identified by the ERT—include a rationale for the recommendation:**

The ERT heard one comment repeatedly: the small number of upper-level sections is a real problem and solving this issue should be a priority for the department and the Faculty of Arts.

The discussion around an Honours program and graduate studies, though a logical progression, are perhaps a bit premature. Especially given the absence of research methods courses in the current curriculum, research methods being necessary for the research involved in an Honours program.

The ERT also notes two more issues with the current research methods course which students need to take within the Sociology department. In addition to the fact that the course might not always offer the best subject relevant material (methodological approaches, examples used, etc.) the fact that it is the only possibility creates scheduling limitation for students. Developing an in-department research methods while still allowing students to take the one offered in Sociology if need be (or even in more disciplines) would create more options and help alleviate these frustrations.

The ERT also recommends that the department continue its process of decolonizing its curriculum and consider how themes of Indigenous Politics and the Truth and Reconciliation Commissions 94 Calls to Action can further be incorporate into existing and future course offering.

The ERT further encourage the Political Science Department at KPU to adopt its self-assessed recommendations in particular the suggestion to build out practicum and/or co-op opportunities while exploring the possibility of developing a post-graduate diploma relating to Climate Leadership.

## CHAPTER 4: Quality of Instructional Design

***Criteria:** This chapter adequately examines the quality of the program's instructional design and its current relevance to the discipline/sector. The assessment is supported by appropriate evidence and conclusions.*

### Standard for Assessing this Chapter:

- The programmatic strengths and weaknesses identified in this chapter are supported by data and external review findings;
- Recommendations are supported by data, a clear rationale and external review findings

### The External Reviewers:

Validate the Chapter's findings and recommendations	Do not validate the Chapter's findings and recommendations
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### Rationale for this Determination:

The Political Science Department at KPU has clearly demonstrated its faculty expertise, research excellence and competence for delivering world class programming. The ERT was also impressed that despite KPU having multiple campus throughout greater Vancouver, the department and the Faculty of Arts works to ensure most of its courses are offered at Surrey Campus to ensure consistency in course deliver. We are very pleased to hear that faculty, in consultation with students, are exploring additional strategies for course delivery and proposing workshops on best practices for remote learning, in-person, and hybrid/blended models.

### Additional Recommendations Identified by the ERT—include a rationale for the recommendation:

The ERT team notes that student demand for courses at the lower level outweigh the department's capacity for offering courses. We therefore encourage the Department of Political Science at KPU to explore the possibility of summer semester offerings. We also strongly recommend that the Dean of the Faculty of Art follow through with a commitment to hire one additional full-time regular faculty member to help meet student demand and strengthen the program.

## CHAPTER 5: Quality of Services, Resources and Facilities

**Criteria:** *This chapter adequately assesses program resources, equipment, software, and facilities from both the student and instructor perspective. The assessment is supported by appropriate evidence and conclusions.*

### Standard for Assessing this Chapter:

- The programmatic strengths and weaknesses identified in this chapter are supported by data and external review findings;
- Recommendations are supported by data, a clear rationale and external review findings

### The External Reviewers:

Validate the Chapter's findings and recommendations	Do not validate the Chapter's findings and recommendations
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### Rationale for this Determination:

The department has a clear view of what is required and achievable in terms resources and facilities within a highly constrained environment.

### Additional Recommendations Identified by the ERT—include a rationale for the recommendation:

In an ideal world, the department would have a “pod” or a dedicated space to increase sense of belonging among students, attachment with the department and facilitate meeting among students and with faculty. Given the very limited space available at KPU, the recommendation to turn the current offices in a “lounge” could be a temporary solution but this decision needs to be made in concert with the faculty members who currently use the space. We also note that a “lounge” is temporary in nature and therefore recommend that the Faculty of Arts and the Political Science Department continue to lobby the university for individual office space which will benefit both students, faculty, and the institution.

## CONCLUDING COMMENTS

The ERT believes that the Political Science department at KPU is on its way to becoming a mature program. Not only is the BA now well established but the department has a clear and accurate view of its current strengths and weaknesses. The curriculum review that is already on its way will be a great opportunity to really bring the department into its next phase of growth. However, for this growth to materialize, support has to come from the Faculty of Arts to make sure the department has all it needs to capitalize on the strength of the team in place. To quote the Dean in the response to the self-study report, the department is “vibrant and dynamic” and KPU should capitalize on this.

This could take the form of budget allocations for new faculty members (with an eye on gender parity within the faculty, which currently includes only one woman). It can also mean to live with less than full third and fourth-year classes. We have heard from faculty, alumni, and students, that the major frustration in not being able to graduate in four years because of the limited offering of third and fourth-year classes is significant and a great impediment for all involved. In the self-study guide, the department has clearly identified ways to increase student enrolment using the levers it controls. But for it to be a success, it will need help.

To conclude, the ERT believe the political science Major at KPU offers students a valuable and innovative degree that will benefit from the modernization suggestions already identified by faculty. We were very impressed with the caliber and breadth of course offerings especially several innovative experiential learning opportunities at the upper levels. The department’s Self-Study Report is rigorous, clear, and meaningful. Faculty have a good grasp on the challenges faced by the Major and have developed a feasible strategy for modernizing the program. The external reviewers unequivocally support the Self-Study Report and commend faculty for its work on producing such a high-caliber document that sets a clear path for the future of political science at KPU.



REPORT: Political Science External Review Report

### OVERALL ASSESSMENT:

*Please provide a brief assessment of the External Review Report under review and an overall recommendation.*

**Reviewer #1:** The External Review Team (ERT) provides a very strong endorsement of the Political Science program and the recommendations from its self-study report. In addition to validating the self-study report's recommendations, they also make some additional recommendations.

The ERT recommends delaying the development of honours and graduate programs, which I think the program should consider carefully. The ERT also recommends the development of a POLI research methods course. Perhaps that could provide a segue into the later development of an honours program? Though I wonder if this would be a "chicken and egg" situation -- would an honours program need to be already in place in order to attract enough students to the POLI research methods course?

Another additional recommendation from the ERT that is worth exploring is to consider expanding summer course offerings. They also recommend the hiring of an additional faculty member to "help meet student demand and strengthen the program". Although that is outside the scope of what the department can do directly, perhaps advocating for the resources for such a hire could be part of the QA plan (and I note that in Chapter 7 of the Self-Study Report, the Dean did say that consideration is already being given to this).

Congratulations to the Political Science program on receiving such a strong endorsement from the ERT. This External Review Report and the Self-Study report provide a great starting point for the development of the Quality Assurance Plan.

### The Report:

- ☒ Reviewer #1 & #2: Recommend for approval by the SSCPR as is
- ☐ Recommend for approval by the SSCPR pending suggested actions (see below)
- ☐ Recommend for rejection by the SSCPR

### MAJOR ISSUES AND SUGGESTED ACTIONS:

While External Review Reports are not returned to the External Review Team for revisions, Reports may contain major issues which the SSCPR should address. These issues could include (but are not limited to): a) recommendations that go beyond the scope of program review; b) names or other identity information.

Complete the table below ONLY if you have identified major issues in the Report. Identify actions the SSCPR should take to address these issues. Suggested actions could include (but are not limited to): a) redacting names or other identity information; b) providing an SSCPR Response that provides the External Review Team's recommendations in context. Add or remove rows in the table below as needed.

Issue	Suggested Action for the SSCPR
I note that under the overall assessment of the report, there is no rationale provided. I'm not sure whether this is an oversight by the ERT or not. The report contains comments elsewhere that could be construed as rationale.	None. Take the ERT's concluding comments as rationale for their overall assessment of the SSR.

### MINOR EDITS (Spelling, syntax, word choice and other mechanical issues).

Please list corresponding page numbers. Minor edits are NOT discussed at the SSCPR meeting. Add or remove rows as needed.

Minor Edits (page #)

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## SENATE

**Agenda Number:** 6.1

**Meeting Date:** January 25, 2023

**Presenter(s):** Lori McElroy

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### AGENDA TITLE: HORTICULTURE TECHNOLOGY PROGRAM REVIEW

**ACTION REQUESTED:** Information

### RECOMMENDED RESOLUTION

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### COMMITTEE REPORT

For Secretariat Use Only

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#### Context and Background

KPU offers 2 degrees, 4 diplomas and 11 citations in Horticulture Technology. Normally, all programs in the same discipline are reviewed together, regardless of the credential. For some reason, the two degree programs were reviewed together and the Quality Assurance Plan for them was approved in April 2021. Unfortunately, the diplomas and citations should have been included in that review, as the curriculum of all the horticulture programs are linked. This means, implementing the QAP for the degrees would impact the diplomas and citations programs as well. Since they weren't included in the review, this could cause problems. In Fall 2022, program reviews were begun for the horticulture technology diplomas and citations.

#### Key Messages

1. Dean of the Faculty of Science and Horticulture raised this concern. We have decided to include the two degree programs in the current review so we have a comprehensive review of all horticulture technology programs.
2. Since the degree programs are being included in the current review, we are suspending annual follow-up reporting on the Quality Assurance Plan that was approved in April 2021. That report will not be implemented.

#### Resource Requirements

OPA will be providing more data to cover the degree programs.

**Implications/Risks**

This reduces the risk of acting on recommendations that were not fully informed by a review of all horticulture technology programs.

**Consultations**

1. Brett Favaro, Dean of Faculty of Science and Horticulture
2. Melike Kinik-Dicleli, Manager Quality Assurance
3. Jamie Lamont, Horticulture Technology Program chair

**Attachments**

1. N/A
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**Submitted by**

Lori McElroy, AVP, Planning & Accountability

**Date submitted**

January 20, 2023

## SENATE

**Agenda Number:** 7.1

**Meeting Date:** January 25, 2023

**Presenter(s):** Melike Kinik-Dicleli

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**AGENDA TITLE:** MANAGER'S REPORT ON STATUS OF PROGRAM REVIEWS

**ACTION REQUESTED:** Information

**RECOMMENDED RESOLUTION:** N/A

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### COMMITTEE REPORT

For Secretariat Use Only

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#### Context and Background

There are 34 programs (or cluster of related programs) that are at various stages in the program review process.

<i><b>Phases</b></i>	<i><b>Number of programs</b></i>
Self-Study	9
External Review	5
Quality Assurance Plan Development	0
Annual Follow-Up Reporting	20
Total	34

#### Attachments

Manager's Report\_Status of Program Reviews\_Details for Janury 2023 SSCPR Meeting

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#### Submitted by

Melike Kinik-Dicleli, Manager of Quality Assurance, Office of Planning & Accountability

#### Date submitted

January 13, 2023

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Faculty	Program	Self-Study			External Review		QA Plan	Annual Follow-up		Progress Update The table includes only the reviews in progress.
		Planning Began	Data Collection Concluded	Report Approved	Date of Site Visit	Report Received	QA Plan Approved	1st Report Approved	2nd Report Approved	
ACP	English Upgrading	Dec-18 re-start: Sep-21	Admin Data: Feb-19 Admin Data: April-22 Survey Data: Nov-22							Program received the survey reports on November 25, 2022. The self-study report is due in <b>May 2023</b> .
Arts	Anthropology	Sep-18	Admin Data: Feb-19 Survey Data: Feb-19	Apr-21	Oct 18/19, 2021	Nov-21	Jun-22			First annual follow-up is due <b>June 2023</b> .
Arts	Asian Studies	Oct-22								Program received the draft surveys on <b>January 4, 2023</b> . Self-Study Report is due in <b>July 2023</b> .
Arts	Criminology	Jan-2019 re-start: Oct-22	Admin Data: Feb-19 Revised Admin Data: Feb-20 Survey Data: May-20							Program is working on curriculum review. Self-Study Report is due in <b>July 2023</b> .
Arts	Creative Writing	May-21	Admin Data: Nov-21 Survey Data: Nov-21	Sep-22						External review site visit is on <b>January 18 &amp; 20, 2023</b> .
Arts	Education Assistant	Sep-19	Admin Data: Oct-19 Survey Data: June-20	May-21	Nov 25/26, 2021	Jan-22	Oct-22			First annual follow-up is due in <b>October 2023</b> .
Arts	Minor in Counselling	Feb-18	Admin Data: April-18 Survey Data: April-18	Apr-19	31-Oct-21	Jan-20	Oct-20	Oct-21	Nov-22	SSCPR asked program to report on their progress one more time in <b>November 2023</b> .
Arts	English	May-20	Admin Data: Jan-21 Survey Data: April-21	Nov-21	Feb 10/11, 2022	Mar-22	Oct-22			First annual follow-up is due in <b>October 2023</b> .
Arts	Fine Arts	Dec-23								Program received the information they need for the first two chapters of the SSR. Self-Study Report is due in <b>September 2023</b> .
Arts	History	Dec-18	Admin Data: Feb-19 Survey Data: March-20	Feb-21	June 17/18, 2021	Jul-21	Jan-22			First annual follow-up is in.
Arst	Geography	Feb-22	Admin Data: Dec-22 Survey Data: Dec-22							Program received the survey reports on December 8, 2022. The self-study report is due in <b>May 2023</b> .
Arts	Journalism	Dec-22								Program received the information they need for the first two chapters of the SSR. Self-Study Report is due in <b>September 2023</b> .
Arts	Language & Culture	Dec-21	Admin Data: May-22 Survey Data: May-22							The external review site visit is on <b>March 8 &amp; 9, 2023</b> .
Arts	Philosophy	Sep-17	Admin Data: Sep-18 Survey Data: Dec-17 (Discipline Survey: Mar-18)	Apr-19	Jul-19	Jul-19	Apr-21	May-22		SSCPR asked program to report on their progress one more time in <b>May 2023</b> .
Arts	Political Science	Dec-19	Admin Data: Dec-19 Survey Data: June-20	Apr-22	Nov 7/9, 2022	Dec-22				External Review Report is in.
Arts	Sociology	Sep-15	Admin Data: Nov-17 Survey Data: May-16	Dec-17	Apr-18	May-18	Oct-18	Apr-20	May-21	SSCPR asked program to report on their progress a fourth time in <b>June 2023</b> .
Business	Accounting	Nov-17	Admin Data: Jun-18 Survey Data: Jan-18	Sep-18	Jan-19	Feb-19	Feb-20	Feb-21	Mar-22	SSCPR asked program to report on their progress a third time in <b>March 2023</b> .
Business	Computer Science and Information Technology	Apr-19	Admin Data: May-19 Survey Data: Jan-20	Nov-20	Mar 1/2, 2021	Mar-21	Oct-21			Revised first annual follow-up is in.

Faculty	Program	Self-Study			External Review		QA Plan	Annual Follow-up		Progress Update The table includes only the reviews in progress.
		Planning Began	Data Collection Concluded	Report Approved	Date of Site Visit	Report Received	QA Plan Approved	1st Report Approved	2nd Report Approved	
Business	Business Management	Sep-15	Admin Data: Jun-18 Survey Data: Mar-18	Jun-18	Jul-18	Jul-18	Mar-20	Oct-21	Nov-23	SSCPR asked program to report on their progress one more time in <b>November 2023</b> .
Business	Economics	Oct-22								Program received the information they need for the first two chapters of the SSR. Self-Study Report is due in <b>July 2023</b> .
Business	Technical Management and Services	Sep-22								Program received the information they need for the first two chapters of the SSR. Self-Study Report is due in <b>July 2023</b> .
Design	Fashion Design & Technology	Sep-20	Admin Data: Feb-21 Survey Data: Mar-21		Sep 28/29, 2021	Oct-21	May-22			First Annual Follow-Up is due in <b>May 2023</b> .
Design	Foundation in Design Certificate	Oct-17 re-start: Oct-19	Admin Data: Aug-17 Survey Data: Nov-17 (Student Data: Feb-18) Revised Admin Data: Oct-19 Survey Data: Aug-20	Apr-21	June 29/30, 2021	Jul-21	Jan-22			First Annual Follow-up Report is due in <b>February 2023</b> .
Design	Interior Design	Sep-18	Admin Data: Nov-18 Admin Data: Sep-19 Survey Data: Nov-18	Jan-20	Jun-20	Aug-20	Feb-21	Mar-22		SSCPR asked program to report on their progress a second time in <b>March 2023</b> .
Design	Product Design	Feb-19	Admin Data: Feb-19 Survey Data: Oct-19	Jun-20	Feb 24/25, 2021	Apr-21	Nov-21	Nov-22		SSCPR asked program to report on their progress one more time in <b>November 2023</b> .
Design	Technical Apparel Design	Jun-18	Admin Data: Dec-18 Admin Data: Oct-19 Survey Data: Dec-18	Jan-20	Sep-20	Oct-20	Jan-21	Jan-22		SSCPR asked program to report to report on their progress a second time in <b>February 2023</b> .
Health	Bachelor of Psychiatric Nursing	Sep-18	Admin Data: Feb-19 Survey Data: Feb-19	Oct-20	Feb-20	Mar-20	Nov-20	Jan-22		SSCPR asked program to report on their progress a second time in <b>February 2023</b> .
Health	Health Care Assistant Certificate	May-19	Admin Data: Jun-19 Survey Data: Sep-19	Jan-20	Dec 9/10, 2020	Feb-21	Jun-21	Jun-22		SSCPR asked program to report on their progress a second time in <b>June 2023</b> .
Health	Health Unit Coordinator Certificate	Jan-18	Admin Data: Jun-18 Survey Data: Discipline + Alumni: Mar-18 Student + Faculty: Aug-18	Dec-18	Jun-19	Jul-19				All intakes are suspended. The review is on hold until the future of the program is determined.
Science	Biology	Oct-19	Admin Data: Nov-19 Revised Admin Data: Mar-21 Survey Data: Mar-21	Oct-21	Feb 24/25, 2022	Apr-22	Oct-22			First annual follow-up report is due in <b>October 2023</b> .
Science	Brewing and Brewery Operations	Nov-21	Admin Data: May-22 Survey Data: May-22	Sep-22						External review site visit planning is underway.
Science	Bachelor of Horticulture Science	Jan-18	Admin Data: Jun-18 Survey Data: Apr/Jun-18	Mar-19	Apr-19	May-19	Apr-21	Apr-22		BHS is not required to provide annual updates anymore. BHS degrees will be included in the Horticulture Technology program review.
Science	Horticulture Technology Diploma	Nov-21								Surveys reports are being prepared.
Science	Mathematics	May-19	Admin Data: Jul-19 Survey Data: Faculty: Jul-19 Alumni: Sep-19 Discipline/Sector: Sep-19	Oct-20	Mar 10/11, 2021	Apr-21	Feb-22			First Annual Follow-up Report is due in <b>February 2023</b> .

Faculty	Program	Self-Study			External Review		QA Plan	Annual Follow-up		Progress Update The table includes only the reviews in progress.
		Planning Began	Data Collection Concluded	Report Approved	Date of Site Visit	Report Received	QA Plan Approved	1st Report Approved	2nd Report Approved	
Science	Physics for Modern Technology	May-21	Admin Data: Nov-21 survey data: Feb-22	Jun-22	Nov 30/Dec 1, 22					External Review Report is due on <b>January 14, 2023</b> .
Science	Sustainable Agriculture	Oct-19	Admin Data: Nov-19 Revised Admin Data: Feb-21 Survey Data: Student: Aug-20 Faculty & Alumni: Jan-21 Discipline/sector: Feb-21	Sep-21	Mar 7/9, 2022	Apr-22	Nov-22			First annual follow-up report is due in <b>November 2023</b> .