SENATE STANDING COMMITTEE ON PROGRAM REVIEW

Regular Meeting
Wednesday, October 25, 2023
2:00 p.m. - 4:00 p.m.
Teams

AGENDA

1. Call to Order .... Donna Danielson   2:00

2. Approval of Agenda

3. Approval of Minutes, September 27, 2023

4. Chair's Report 2:05

5. New Business ....

    5.1. Brewing and Brewery Operations Quality Assurance Plan…Dominic Bernard, Martina

    Solano Bielen, Brett Favaro 2:15

    5.2. English First Annual Follow-Up Report ...... Heather Cyr, Billeh Nickerson, Shelley Boyd   2:35

    5.3. EDAS First Annual Follow-Up Report .... Nancy Norman, Melinda Bige, Shelley Boyd   2:50

6. Items for Discussion

7. Manager's Report for OPA .... Melike Kinik-Dicleli   3:00

8. Adjournment

SENATE STANDING COMMITTEE ON PROGRAM REVIEW
Minutes of Regular Meeting
Wednesday, September 27, 2023
2:00 p.m. – 4:00 p.m.
MS Teams Online

Voting Member Quorum: 8		
Aimee Begalka Craig Wright Donna Danielson, Chair Fergal Callaghan, Vice-Chair	Krista Gerlich-Fitzgerald Lindsay Norris Meredith Haaf Tomasz Gradowski	
		Non-voting
		Catherine Schwichtenberg Laura McDonald Melike Kinik-Dicleli Nishan Perera
Regrets	**Senate Office**	**Guests**
Adam Khan Alan Davis Cherylynn Bassani David Burns Hao Ma Jeff Dyck Jennifer Gao Logan Masilamani Zena Mitchell	Sonia Banwait	Alena Buis Ana Robles Billeh Nickerson Brett Favaro Chad Skelton Justin Stein Laurence Gauvreau Lorraine Guild Melinda Bige Sharmen Lee Shelley Boyd Sonayna Rana Tracy Sherlock Yanfeng Qu

1. **Call to Order and Territorial Acknowledgement**

   The Chair, Donna Danielson, 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, June 21, 2023**

   Fergal Callaghan moved the minutes be accepted as circulated.

   The motion carried.

4. **Chair's Report**

   The Chair welcomed returning members and introduced new members to the committee.

   ### 4.1. Mandate and Membership Review, SSC Program Review

   The Chair reviewed the SSC Program Review mandate and membership with the committee.

   The Chair oriented new members to three key points: 1) APPROVAL (SSCPR hold authority to approve reports rather than recommend for approval, thus quality assurance [QA] is critical); 2) TIMELINE (submission dates are selected to ensure efficiency/responses from programs – if you can't review the report, tell us ASAP) & 3) GUIDELINES/TEMPLATES (please document all reviews on the template per guidelines to ensure QA standards are met).

5. **New Business**

   ### 5.1. Language & Culture Quality Assurance Plan

   The Chair summarized the reviewer's comments and informed that revisions were made to the suggested edits. Laurence Gauvreau, Yanfeng Qu, Ana Robles, Melinda Bige and Shelley Boyd were present to answer questions.

   One reviewer asked for additional clarification on wording and duplication of program's response which was immediately resolved.

   The Chair provided a reminder to refrain from the use of "ongoing" when assessing completion dates for action items.

   Action Items:

   - Replace completion dates from "ongoing" with concrete dates or frequency of when items will be completed (e.g. "once a year")

   Craig Wright moved THAT the Senate Standing Committee on Program Review accept the Language and Culture Quality Assurance Plan as amended.

   The motion carried.

   ### 5.2. Creative Writing Quality Assurance Plan

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

   The Chair informed the document presented with proponent's edits is an updated version received prior to the meeting and was not included in the agenda package circulated.

   A reviewer suggested to clearly state the funding support needed to develop the marketing plan if that is what the department requires to meet the objective.

   Another reviewer asked for further clarification for goal #2 on how full-time staff will balance the workload outlined in the plan and if additional funding will address the set deadlines and goals.

The proponent explained that additional funding or time release would allow faculty members to focus on carrying out the logistics of developing the marketing plan as they would not be teaching full-time.

Action Items:

- Clarify the support needed to develop a marking plan

Tomasz Gradowski moved THAT the Senate Standing Committee on Program Review accept the Creative Writing Quality Assurance Plan as amended.

The motion carried.

5.3. Asian Studies Self-Study Report

The Chair summarized the reviewer's comments and informed that revisions were made to the suggested edits. Justin Stein, Alena Buis and Shelley Boyd were present to answer questions.

A committee member advised the recommendations in the report are missing some of the weaknesses identified in the curricular mapping.

Action Items:

- Page 48: review redundancy in the course learning outcomes
- Chapter 6, curricular mapping: include the weaknesses highlighted in the report in the recommendations

Tomasz Gradowski moved THAT the Senate Standing Committee on Program Review accept the Asian Studies Self-Study Report as amended.

The motion carried.

5.4. Journalism Self-Study Report

The Chair summarized the reviewer's comments and informed that revisions were made to the suggested edits. Chad Skelton, Tracy Sherlock, Billeh Nickerson and Shelley Boyd were present to answer questions.

Nishan Perera, Teaching and Learning Commons, provided educational information on the process of curricular mapping and how to review the course learning objectives (CLOs) and program learning objectives (PLOs). He acknowledged the report was done well and in-depth.

Action Items:

- Review the CLOs and how it could affect PLOs in the curricular mapping

Fergal Callaghan moved THAT the Senate Standing Committee on Program Review accept the Journalism Self-Study Report as amended.

The motion carried.

5.5. Physics for Modern Technology Quality Assurance Plan

The Chair summarized the reviewer's comments and informed that revisions were made to the suggested edits. Fergal Callaghan, Brett Favaro and James Hoyland were present to answer any questions.

There were no further questions or comments from the committee.

Krista Gerlich-Fitzgerald moved THAT the Senate Standing Committee on Program Review accept the Physics for Modern Technology Quality Assurance Plan as attached.

<div align="right">

The motion carried.

</div>

5.6. HCAP Second Annual Follow-Up Report

The Chair summarized the reviewer's comments and informed that revisions were made to the suggested edits. Lorraine Guild, Sonayna Rana and Sharmen Lee were present to answer questions.

The proponent provided an update on HCAP and further explained why the Action Plan for accessing new acute care placements is currently on hold, informing that it will be reinstated when the current placements offering employment are no longer available.

Tomasz Gradowski moved THAT the Senate Standing Committee on Program Review accept the Health Care Assistant Program Second Annual Follow-Up Report as attached.

<div align="right">

The motion carried.

</div>

Meredith Haaf moved THAT another Annual Follow-Up Report will not be required by the committee.

<div align="right">

The motion carried.

</div>

6. Items for Discussion

No items.

7. Manager's Report for the Office of Accountability and Planning

Melike Kinik-Dicleli, Manager, Quality Assurance presented the OPA report.

8. Adjournment

The meeting adjourned at 3:49 p.m.

SENATE STANDING COMMITTEE ON PROGRAM REVIEW

Agenda Number: *5.1*
Meeting Date: *October 25, 2023*
Presenter(s): *Dominic Bernard, Martina Solano Bielen, Brett Favaro*

AGENDA TITLE: BREWING AND BREWERY OPERATIONS QUALITY ASSURANCE PLAN

ACTION REQUESTED: Motion

RECOMMENDED RESOLUTION: THAT the Senate Standing Committee on Program Review accept the Brewing and Brewery Operations Quality Assurance Plan as attached.

COMMITTEE REPORT

For Secretariat Use Only

Attachments

Brewing and Brewery Operations Quality Assurance Plan

Submitted by

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

Date submitted

October 6, 2023

Brewing and Brewery Operations Quality Assurance Plan

Date submitted to SSCPR: September 8, 2023

Date Self-Study Report approved by SSCPR: September 19, 2022

Date of External Review: March 14-16, 2023

SUMMARY OF PROGRAM STENGTHS, CHALLENGES AND OPPORTUNITIES FOR IMPROVEMENT

Strengths of the Brewing and Brewery Operations Program:

The Diploma in Brewing and Brewery Operations started in 2014 and was tailored to fill a need for a trained and skilled workforce within the booming craft brewing industry. The program provides students with a solid foundation in brewing science and brewery operations while giving the students the opportunity to develop their practical skills within the experiential context of the KPU brewery. The success of the program is confirmed by the high employment rate of the graduates and the brewing awards that have been won by both the KPU Brewing and Brewery Operations students and by the alumni working in the industry. The Brewing and Brewery operation program has been well received by the brewing industry as is evidenced by the recognition that was awarded from the Master Brewers Association of the Americas, the scholarships that are provided by the brewing industry for the KPU brewing students, the support of our program advisory committee and finally by the support of the external review panel which was composed of industry experts.

Program Challenges and Threats:

1. The program has seen a decline in enrollment since the Covid 19 pandemic.
2. There has been an increase in the number of institutions that are offering brewing courses, thus students have more options when selecting a brewing school.
3. There is a lack of dedicated space for standard brewery quality control activities, and this is preventing the students from doing activities that are considered best practice in the industry.
4. There is insufficient storage space in the brewery for materials and equipment. This lack of space is limiting new offerings and expansions to the curriculum.
5. People resources are needed to fulling the operational and legal requirements of running a brewery. People resources would be needed to expand the current program offerings.
6. The high cost of the program relative to the renumeration in the brewing industry. Cost of the program is about $20,000 in tuition for domestic students in the diploma and the salaries in the industry are ranging from $36,000 to $70,0000.

Brewing and Brewery Operations Quality Assurance Plan

Opportunities for improvement:

1. Strengthen relationships with industry partners and within KPU- Develop a framework for student internships by partnering with local breweries and distilleries. Continue to foster collaborations within KPU. For example, working with the Applied Genomic Centre on hop research or with Sustainable Agriculture to grow ingredients used in brewing.
2. Develop a pathway that would allow students in the KPU Brewing and Brewery Operations to write the Institute of Brewing and Distilling (IBD) Diploma Brewing Exam. This would help with international recognition as the IBD is well known in the brewing industry.
3. Outline the different career paths as well as the growth and income potential in the beverage industry.
4. Including information about non-alcoholic beer and other fermented or non-fermented beverages into the curriculum.
5. Develop a course on brewery maintenance or integrate more brewery maintenance items in the curriculum.
6. Teach and model quality management practices as well as sustainable practices in the KPU Brewery.

RECOMMENDATIONS THE QUALITY ASSURANCE PLAN DOES NOT ADDRESS

The Recommendations from the Self-Study Report and External Review Report that this Plan does not address as provided below, with a brief rationale for why these Recommendations cannot be addressed.

Recommendations	Indicate Self-Study Report (SSR) or External Review Report (ERR) and page number	Rationale for Not Addressing
We will not purchase a DE/perlite filter	EER page 3	Diatomaceous Earth (DE)/perlite are carcinogenic, and their mining is detrimental to the environment. Using DE in the KPU brewery would increase the health and safety risks for students and employees.

QUALITY ASSURANCE FIVE-YEAR ACTION PLAN

*The Quality Assurance **Goals** for improving or maintaining program quality over the next five years are:*

MONTH/YEAR WHEN THE FIVE-YEAR ACTION PLAN BEGINS: October 2023

GOAL 1: Grow enrollment in the program by reducing barriers to application and increase annual enrollment to a minimum of 24 students.

Recommendation(s) this Goal Addresses	Indicate Report & Page Number
Encourage people with a diverse background to apply for the program	SSR pg. 47
Highlight the awards that are available to people from a diverse background to help reduce the financial barriers	SSR pg. 47
Remove the portfolio requirement from the application process	SSR pg. 47
Allow enrolment until the start of classes	SSR pg. 47
Improve web site and marketing material for student recruitment	EER pg. 5

Action(s) Required to Achieve this Goal	Led by	Start on (M/YY)	Complete By (M/YY)	Notes
Eliminate the portfolio requirements from the application process	Chair	Oct. 2023	March 2024	
Survey alumni to better understand career trajectories post-graduation and integrate into recruitment communications	Chair	Oct. 2023	June 2024	
Laddering - Identify laddering pathways within KPU wherein graduates can pursue additional credentials after completing this diploma. Communicate this in outreach materials	Chair/Faculty	Oct. 2023	June 2024	

Accessibility – Investigate barriers to participation from various minority groups: - Gender (I.e. seeking gender balance – the program is currently skewed male) - Disability – identify how to improve the ability of the program to accommodate people with disabilities - Race (currently white-skewed)	Chair/Entire Department	Oct. 2023	July 2025	In addition to the moral necessity of pursuing equity and inclusivity, expanding our pool of applicants and students would also increase enrollment.
Indigenization - Meet with AVP Indigenous Leadership to discuss the brewing program - Invite Indigenous breweries to send members to participate in the PAC - Invite Indigenous alumni to the PAC	Chair	Nov. 2023	June 2024	
Event attendance: - Develop rubric for evaluating merit of external events - Use this rubric to design an annual event plan, highlighting which events the program will ensure a presence at	Entire Department	Oct. 2023	June 2024	Brewing department presently has a large event footprint. Objective here is to develop framework to assess which events to attend and why and have goals for each one.

Resource Requirements (if applicable)
Resources required to achieve this Goal: Support from AVP Indigenous Leadership and consultations with KPU's Lead Advisor on Disability, Accessibility, and Inclusivity
When resources will be required: November 2023
Faculty and/or Institutional support required: Support from AVP Indigenous Leadership and KPU's Lead Advisor on Disability, Accessibility and Inclusivity.

Brewing and Brewery Operations Quality Assurance Plan

GOAL 2: Improve the quality of experiential learning within the program. We want our brewery and laboratory equipment to reflect the best practice and use.

Recommendation(s) this Goal Addresses	Indicate Report & Page Number
The KPU Brewing and Brewery Operations Program must strive to deliver a learning environment where the students are given an opportunity to apply the knowledge gained in lecture courses in the experiential context of the KPU brewery.	SSR pg. 46 ERR pg. 3
Alumni, students, and discipline sector representative all indicate that more practical skill development in the brewery and laboratories would be beneficial.	SSR pg. 46 ERR pg. 3
It is recommended that the brewing department looks at how the current HOPS courses are delivered and see if there are opportunities to increase the practical skills that the students are acquiring.	SSR pg. 46 ERR pgs. 3 and 7
KPU Brewing and Brewery Operations program should continue to be involved in collaborations that benefit the students and the brewing industry	SSR pg. 46 ERR pg. 3
Regular meetings to discuss and align assessments and supports for students	SSR pg. 47
Having a dedicated laboratory space inside of the brewing facility (separate from the food production floor), for chemical and microbiological analysis of beer would allow the supervision of more practical activities under the same roof. One possible option would be to convert the current office space in the brewery to a laboratory facility.	SSR pg. 47

Action(s) Required to Achieve this Goal	Led by	Start on (M/YY)	Complete By (M/YY)	Notes
Improve access to laboratory space to increase quantitative data collection -Investigate the feasibility of renovating the office space in the brewery to convert it to a dedicated lab space	Chair/Entire Department	Oct. 2023	August 2026	
Equipment: - At present, the brewery primarily has equipment that mirrors the craft brew industry. Where possible, procure industry-standard equipment that would be found at large scale breweries, e.g. canning line, yeast propagation equipment	Chair/Entire Department	Oct. 2023	August 2026	

- Where procuring such equipment is not possible, review current suite of field trips and ensure that students are exposed via field trips to working breweries that possess this equipment				
Lab space: - Review space needs to perform sensory evaluation and store equipment, and additionally to conduct lab work - Acquire space to perform sensory evaluation, and store equipment safely - Additionally, acquire ability to conduct laboratory work in the brewery	Entire Department Oct. 2023		August 2026	Separate food production area from chemical area
Operations: - Hold regular (weekly or biweekly) departmental meetings to coordinate cross-class activities - Collaboration with Teaching and Learning to create more effective experiential learning activities	Chair/Entire Department Oct. 2023		Sept. 2026	
Research: - Have students participate in small research projects funded by student research and innovation grants	Faculty within department Sept 2024		Sept 2026	

Resource Requirements (if applicable)
Resources required to achieve this Goal: Funding to improve lab space and equipment. Time release for research projects
When resources will be required: May 2024-Sept. 2028
Faculty and/or Institutional support required: Interior designer. Funding to improve lab space and equipment. Time release for research projects

Brewing and Brewery Operations Quality Assurance Plan

GOAL 3: Improve operations of the physical brewery to align with industry best practices.

Recommendation(s) this Goal Addresses	Indicate Report & Page Number
Having a dedicated laboratory space inside of the brewing facility (separate from the food production floor), for chemical and microbiological analysis of beer would allow the supervision of more practical activities under the same roof. One possible option would be to convert the current office space in the brewery to a laboratory facility.	SSR pg. 47
The feedback from the industry also indicates the importance for students to understand the economics, sustainability, and the environmental impacts of brewing.	SSR pg. 46
Staff resources are needed to operate the KPU Brewery	SSR pg. 47 ERR pg. 7
Additional people and equipment resources will be required for new program offerings	SSR pg. 47 ERR pg. 7
Having a dedicated laboratory space separate from the food safe brewing facility for chemical and microbiological analysis of beer are required to meet the program needs	SSR pg. 47 ERR pg. 7
Collaboration with other departments within KPU maximizes available equipment, instrumentation, and expertise	SSR pg. 47
Have dedicated space for storage of cans and promotional material	SSR pg. 48
Have the appropriate chiller installed that meets capacity year around	SSR pg. 48

Action(s) Required to Achieve this Goal	Led by	Start on (M/YY)	Complete By (M/YY)	Notes
Establish a new staff position of brewery coordinator (or other appropriate title) to take on the administrative tasks required in operating a brewery. This would allow the educational faculty and staff to focus on curriculum improvements.	Chair	Jan. 2024	July 2024	This position would free up instructors to focus on improving the courses and course offerings. This new hire would be instrumental in developing new course

				offerings that could in turn increase enrolment.
Complete installation of a working chiller	Chair/Department	Has started	Sept. 2023	
Explore opportunities for decarbonization within the brewery, e.g. improving energy efficiency, capturing CO2, using low global warming potential coolant	Chair	Has started	Sept. 2028	
Determine whether a dedicated classroom could be obtained (e.g. room 1370)	Chair	Oct. 2023	April 2024	For sensory + storage
Acquire equipment to conduct yeast propagation	Brewing Microbiology Faculty	Oct. 2023	Sept. 2025	

Resource Requirements (if applicable)
Resources required to achieve this Goal: New hire to coordinate operations of the brewery and teach courses that are currently being taught by contract instructors. This new instructor would be instrumental in the development and delivery of new offerings in the Brewing and Brewery Operations program.
When resources will be required: May 2024
Faculty and/or Institutional support required: Ongoing budget support to a new faculty position

Brewing and Brewery Operations Quality Assurance Plan

GOAL 4: Improve the curriculum to maintain relevance with changes in the industry and increase the development of applied skills for the students.

Recommendation(s) this Goal Addresses	Indicate Report & Page Number
It is recommended that the brewing department looks at how the current HOPS courses are delivered and see if there are opportunities to increase the practical skills that the students are acquiring	SSR pg. 46 EER pg. 4
The brewing department should investigate the feasibility of teaching more about brewery maintenance and determine if a course on brewery maintenance could be added to the curriculum	SSR pg. 46
Curriculum review should investigate if the elective courses are benefiting the students and the program. Would it be beneficial to remove one of the elective courses for a course on brewery maintenance or should a course on brewery maintenance be offered as a continuing and professional studies (CPS) offering	SSR pg. 46
Additional people and equipment resources will be required for new program offerings	SSR pg. 48 EER pg. 3 and 7

Action(s) Required to Achieve this Goal	Led by	Start on (M/YY)	Complete By (M/YY)	Notes
Teach students to make decisions based on measured quantitative metrics	Department	Oct. 2023	Oct. 2027	
Evaluate current curriculum to determine content that can be reviewed, creating room for new content	Chair/Department	May 2024	May 2025	
Review current pre-requisites to determine whether each criterion is a valid predicator of success in the program	Chair/Department	Oct 2023	June 2024	
Conduct review of course evaluation schemes and make changes to ensure authentic assessment of learning, in consultation with FSH T&L liaison	Chair/Entire Department	May 2024	May 2026	
Investigate whether a course on brewery maintenance is needed. If so, create the course.	Faculty	May 2024	May 2027	
Map the Brewing and Brewery Operations Program curriculum to see if it supports students to complete the Institute of Brewing and Distilling (IBD) examination. Encourage students to write the IBD exam at the end of the diploma program.	Chair	May 2025	May 2027	Consider: Should they do this exam as part of the curriculum? Could it be integrated directly?
Review necessary transferrable skills, such as critical thinking, problem solving, writing, and communications, and ensure presence in curriculum.	Chair/Entire Department	May 2024	May 2026	

- Ensure support is present for English Language Learners				
Investigate the creation of a bachelors in food science degree	Faculty	May 2026	May 2028	

Resource Requirements (if applicable)
Resources required to achieve this Goal: Funding would be required to investigate and develop expanded course offerings. For example, a one course time release in fall of 2024 would be used to investigate the development of a brewery maintenance course. Funding would then be required to train or hire faculty to teach a brewery maintenance course. Funding would also be required to purchase equipment (pumps, tools, etc.) that students would dismantle and fix. A shop space to run a maintenance course would also be required.   Funding in terms of a course time release in the fall of 2026 would be needed to investigate the feasibility of creating a bachelors in food science.
When resources will be required: May 2024
Faculty and/or Institutional support required: Hire Faculty/Brewery Coordinator to support expanding the course offerings

Brewing and Brewery Operations Quality Assurance Plan

GOAL 5: Investigate whether we should incorporate non-alcoholic beer into our curriculum, and if so, implement it

Recommendation(s) this Goal Addresses	Indicate Report & Page Number
The feedback from industry and students also indicates that some information about other fermented beverages would be useful.	SSR pg. 46

Actions(s) Required to Achieve this Goal	Led by	Start on (M/YY)	Complete By (M/YY)	Notes
Investigate the feasibility of including non-alcoholic brewing in the curriculum - Review – Technology and processes currently used in industry - New curriculum that would be required (I.e. would we adapt existing courses or create new ones? Would a new credential be needed?) - Assess industry demand for this training	Faculty	Jan. 2024	June. 2024	
If feasibility study validates this content, then design and implement		Sept. 2024	Sept. 2026	

Resource Requirements (if applicable)
Resources required to achieve this Goal: Course release to conduct feasibility study. If deemed feasible, funding would be required to purchase necessary equipment to safely produce non-alcoholic beverages.
When resources will be required: Spring, 2024*Click here to enter text.*
Faculty and/or Institutional support required: One course release and funding for equipment

PLAN SUPPORTED BY:

Diane Purvey

_____

Provost's Name

September 7, 2023

_____

Date

_____

Provost's Signature

Brett Favaro
Dean's Name

Dean's Signature

September 6, 2023
Date

REPORT: Brewing and Brewery Operations Quality Assurance Plan

Instructions for Reviewers

Your assessment should ensure the Quality Assurance Plan does the following:

- o   address all the recommendations in the Self-Study and External Review reports (or provide a clear rationale when a recommendation is not addressed);
- o   provide clear, realistic plan of actions that are within the department's purview;
- o   clearly articulate how the Program will demonstrate Progress on a Goal and/or Action in its Annual Follow-Up Report.

OVERALL ASSESSMENT:

Please provide a brief assessment of the Quality Assurance Plan under review and an overall recommendation.

Reviewer #1: I was a bit confused about what actions the program can carry out without further funding. Goals often identified the need for additional staff and/or faculty or time releases to complete. Another need identified repeatedly was for space and/or equipment, which also means additional resources. It is possible that several recommendations will not be possible to implement without additional funds, so the question is what the department will be able to do if the funds are not available.

Reviewer #2: Congratulations to the Brewing and Brewery Operations team for presenting a well thought out quality assurance plan. I noticed that in the "led by" column, in several instances, responsibilities to lead action items have been assigned to the entire department, all faculty etc. While the department, faculty as a whole can do the work, the action item should be led by someone in particular. Without indicating names, please narrow down an individual responsible to lead the item. Example "department curriculum development lead", "Instructor/s teaching course X" "chair" "Department liaison for lab space improvement" etc.

The Report (select 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 Plan:

- a)   Recommendations made in the Self-Study Report and/or External Review Report are not appropriately addressed.
- b)   Goals, Actions, and/or Resource Implications are not worded clearly.
- c)   It is unclear how the Program will demonstrate Progress on a Goal and/or Actions in its Annual Follow-Up Report.

Issue (page #)	Suggested Action	Program's Response
Page 4: - Meet with AVP Indigenous Leadership to discuss the brewing program - Invite Indigenous breweries to send members to participate in the PAC - Invite Indigenous alumni to the	It would be helpful if you identify very broadly what the intended outcome after each of these actions in your pursuit to Indigenize your program. Example "Invite Indigenous alumni to the PAC to get their perspectives on………."	

Issue (page #)	Suggested Action	Program's Response
PAC		
Page 5: Lab space, research	Led by "entire department" "Faculty within department" . The department as a whole cannot lead an action item. Narrow this down. For research, perhaps identify instructors (within out identifying names" who teach courses that require a research element. For lab space, I am not sure whether faculty will be able to take on this task. Perhaps the department chair, a department liaison to work with the Deans office/KPU space committee etc	
p. 6 entire department or faculty in department identified as leads. It would be helpful to identify an individual.	Identify someone as lead for each project to be undertaken.	
p. 7 identifies needs for people and equipment "for new program offerings" but it is not clear what the new program offerings would be.	Clarify if additional programming is a goal or if additional content could be part of current courses.,	
p. 7 "have dedicated space for storage of cans," etc.	It would be good to indicate that the department will work with the dean's office to find funding for renovating or increasing space; same for additional staff or faculty positions	
	Wherever the lead is indicated to be "department" try to make it a bit more specific, e.g., instructors of specific courses.	
Page 8, Complete installation of a working chiller, acquire equipment to conduct yeast propagation	I am not sure whether these tasks can be led by faculty. You may need to get the Deans office involved	
Page 9: See action(s) required to achieve this goals section.	Once again, many action items are listed to be led by the department, faculty, entire department. It is almost impossible for action items to be led by the entire department and holding all responsible for its implementation. Identify and narrow down who should lead these actions.	
p.10 "investigate the creation of a bachelors in food science degree"	Is this within the scope of the department?	
Page 11: Investigate the feasibility	There is no mention about a review	

Issue (page #)	Suggested Action	Program's Response
of including non-alcoholic brewing in the curriculum – New curriculum that would be required.	of competencies (KSA) required, adding/revising program level learning outcomes, course outcomes or a curriculum review for this new addition. Before adding or revising courses, add a statement indicating a review of competencies, PLOs, CLOs, Curriculum mapping for this intended action. Also include someone responsible to lead this action, for example "department curriculum development lead".	

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.1 under program challenges, no.5: "to fulling" seems like a typo
p. 1 under program challenges, no 6: "renumeration" should be "remuneration"

Brewing and Brewery Operations Quality Assurance Plan

Date submitted to SSCPR: October 18, 2023

Date Self-Study Report approved by SSCPR: September 21, 2022

Date of External Review: March 14-16, 2023

SUMMARY OF PROGRAM STENGTHS, CHALLENGES AND OPPORTUNITIES FOR IMPROVEMENT

Strengths of the Brewing and Brewery Operations Program:

The Diploma in Brewing and Brewery Operations started in 2014 and was tailored to fill a need for a trained and skilled workforce within the booming craft brewing industry. The program provides students with a solid foundation in brewing science and brewery operations while giving the students the opportunity to develop their practical skills within the experiential context of the KPU brewery. The success of the program is confirmed by the high employment rate of the graduates and the brewing awards that have been won by both the KPU Brewing and Brewery Operations students and by the alumni working in the industry. The Brewing and Brewery operation program has been well received by the brewing industry as is evidenced by the recognition that was awarded from the Master Brewers Association of the Americas, the scholarships that are provided by the brewing industry for the KPU brewing students, the support of our program advisory committee and finally by the support of the external review panel which was composed of industry experts.

Program Challenges and Threats:

1. The program has seen a decline in enrollment since the Covid 19 pandemic.
2. There has been an increase in the number of institutions that are offering brewing courses, thus students have more options when selecting a brewing school.
3. There is a lack of dedicated space for standard brewery quality control activities, and this is preventing the students from doing activities that are considered best practice in the industry.
4. There is insufficient storage space in the brewery for materials and equipment. This lack of space is limiting new offerings and expansions to the curriculum.
5. People resources are needed to fulfill~~fulling~~ the operational and legal requirements of running a brewery. People resources would be needed to expand the current program offerings.
6. The high cost of the program relative to the re~~nu~~mun~~un~~eration in the brewing industry. Cost of the program is about $20,000 in tuition for domestic students in the diploma and the salaries in the industry are ranging from $36,000 to $70,0000.

Opportunities for improvement:

1. Strengthen relationships with industry partners and within KPU- Develop a framework for student internships by partnering with local breweries and distilleries. Continue to foster collaborations within KPU. For example, working with the Applied Genomic Centre on hop research or with Sustainable Agriculture to grow ingredients used in brewing.
2. Develop a pathway that would allow students in the KPU Brewing and Brewery Operations to write the Institute of Brewing and Distilling (IBD) Diploma Brewing Exam. This would help with international recognition as the IBD is well known in the brewing industry.
3. Outline the different career paths as well as the growth and income potential in the beverage industry.
4. Including information about non-alcoholic beer and other fermented or non-fermented beverages into the curriculum.
5. Develop a course on brewery maintenance or integrate more brewery maintenance items in the curriculum.
6. Teach and model quality management practices as well as sustainable practices in the KPU Brewery.

RECOMMENDATIONS THE QUALITY ASSURANCE PLAN DOES NOT ADDRESS

The Recommendations from the Self-Study Report and External Review Report that this Plan <u>does not</u> address as provided below, with a brief rationale for why these Recommendations cannot be addressed.

Recommendations	Indicate Self-Study Report (SSR) or External Review Report (ERR) and page number	Rationale for Not Addressing
We will not purchase a DE/perlite filter	EER page 3	Diatomaceous Earth (DE)/perlite are carcinogenic, and their mining is detrimental to the environment. Using DE in the KPU brewery would increase the health and safety risks for students and employees.

QUALITY ASSURANCE FIVE-YEAR ACTION PLAN

*The Quality Assurance **Goals** for improving or maintaining program quality over the next five years are:*

MONTH/YEAR WHEN THE FIVE-YEAR ACTION PLAN BEGINS: October 2023

GOAL 1: Grow enrollment in the program by reducing barriers to application and increase annual enrollment to a minimum of 24 students.

Recommendation(s) this Goal Addresses	Indicate Report & Page Number
Encourage people with a diverse background to apply for the program	SSR pg. 47
Highlight the awards that are available to people from a diverse background to help reduce the financial barriers	SSR pg. 47
Remove the portfolio requirement from the application process	SSR pg. 47
Allow enrolment until the start of classes	SSR pg. 47
Improve web site and marketing material for student recruitment	EER pg. 5

Action(s) Required to Achieve this Goal	Led by	Start on (M/YY)	Complete By (M/YY)	Notes
Eliminate the portfolio requirements from the application process	Chair	Oct. 2023	March 2024	
Survey alumni to better understand career trajectories post-graduation and integrate into recruitment communications	Chair	Oct. 2023	June 2024	
Laddering - Identify laddering pathways within KPU wherein graduates can pursue additional credentials after completing this diploma. Communicate this in outreach materials	Chair/~~Faculty~~	Oct. 2023	June 2024	

Accessibility – Investigate barriers to participation from various minority groups: - Gender (I.e. seeking gender balance – the program is currently skewed male) - Disability – identify how to improve the ability of the program to accommodate people with disabilities - Race (currently white-skewed)	Chair/Entire Department	Oct. 2023	July 2025	In addition to the moral necessity of pursuing equity and inclusivity, expanding our pool of applicants and students would also increase enrollment.
Indigenization - Meet with AVP Indigenous Leadership to discuss the brewing program and how best to approach the subject of Indigenization - Invite Indigenous breweries to send members to participate in the PAC so that they can provide guidance to the Brewing and Brewery Operations program - Invite Indigenous alumni to the PAC to obtain their perspectives on the challenges they experienced within the program and the brewing industry. Get feedback on how some barriers could be removed or reduced.	Chair	Nov. 2023	June 2024	
Event attendance: - Develop rubric for evaluating merit of external events - Use this rubric to design an annual event plan, highlighting which events the program will ensure a presence at	Chair Entire Department	Oct. 2023	June 2024	Brewing department presently has a large event footprint. Objective here is to develop framework to assess which events to attend and why and have goals for each one.

Resource Requirements (if applicable)
Resources required to achieve this Goal: Support from AVP Indigenous Leadership and consultations with KPU's Lead Advisor on Disability, Accessibility, and Inclusivity
When resources will be required: November 2023
Faculty and/or Institutional support required: Support from AVP Indigenous Leadership and KPU's Lead Advisor on Disability, Accessibility and Inclusivity.

Brewing and Brewery Operations Quality Assurance Plan

GOAL 2: Improve the quality of experiential learning within the program. We want our brewery and laboratory equipment to reflect the best practice and use.

Recommendation(s) this Goal Addresses	Indicate Report & Page Number
The KPU Brewing and Brewery Operations Program must strive to deliver a learning environment where the students are given an opportunity to apply the knowledge gained in lecture courses in the experiential context of the KPU brewery.	SSR pg. 46 ERR pg. 3
Alumni, students, and discipline sector representative all indicate that more practical skill development in the brewery and laboratories would be beneficial.	SSR pg. 46 ERR pg. 3
It is recommended that the brewing department looks at how the current HOPS courses are delivered and see if there are opportunities to increase the practical skills that the students are acquiring.	SSR pg. 46 ERR pgs. 3 and 7
KPU Brewing and Brewery Operations program should continue to be involved in collaborations that benefit the students and the brewing industry	SSR pg. 46 ERR pg. 3
Regular meetings to discuss and align assessments and supports for students	SSR pg. 47
Having a dedicated laboratory space inside of the brewing facility (separate from the food production floor), for chemical and microbiological analysis of beer would allow the supervision of more practical activities under the same roof. One possible option would be to convert the current office space in the brewery to a laboratory facility.	SSR pg. 47

Action(s) Required to Achieve this Goal	Led by	Start on (M/YY)	Complete By (M/YY)	Notes
Improve access to laboratory space to increase quantitative data collection -Investigate the feasibility of renovating the office space in the brewery to convert it to a dedicated lab space	Chair/~~Entire Department~~	Oct. 2023	August 2026	The department chair will liaise with the Dean's office and the KPU space committee to see if it is feasible to gain dedicated laboratory space
Equipment: - At present, the brewery primarily has equipment that mirrors the craft brew industry. Where possible, procure industry-standard equipment that would be found at large scale breweries, e.g. canning line, yeast propagation equipment	Chair/~~Entire Department~~	Oct. 2023	August 2026	

- Where procuring such equipment is not possible, review current suite of field trips and ensure that students are exposed via field trips to working breweries that possess this equipment				
Lab space: - Review space needs to perform sensory evaluation and store equipment, and additionally to conduct lab work - Acquire space to perform sensory evaluation, and store equipment safely - Additionally, acquire ability to conduct laboratory work in the brewery	Chair~~Entire Department~~ Oct. 2023		August 2026	Separate food production area from chemical area. The department chair will liaise with the Dean's office and the KPU space committee to see if it is feasible to gain dedicated laboratory space
Operations: - Hold regular (weekly or biweekly) departmental meetings to coordinate cross-class activities - Collaboration with Teaching and Learning to create more effective experiential learning activities	Chair~~/Entire Department~~ Oct. 2023		Sept. 2026	
Research: - Have students participate in small research projects funded by student research and innovation grants	Faculty led would be determined for specific research projects ~~within department~~ Sept 2024		Sept 2026	

Resource Requirements (if applicable)
Resources required to achieve this Goal: Funding to improve lab space and equipment. Time release for research projects
When resources will be required: May 2024-Sept. 2028
Faculty and/or Institutional support required: ~~Interior designer. Funding to improve lab space and equipment. Time release for research projects~~Interior designer. Funding to improve lab space and equipment. Time release for research projects. The department chair will liaise with the Dean's office and the KPU space committee to see if it is feasible to gain dedicated lab or storage space.

GOAL 3: Improve operations of the physical brewery to align with industry best practices.

Recommendation(s) this Goal Addresses	Indicate Report & Page Number
Having a dedicated laboratory space inside of the brewing facility (separate from the food production floor), for chemical and microbiological analysis of beer would allow the supervision of more practical activities under the same roof. One possible option would be to convert the current office space in the brewery to a laboratory facility.	SSR pg. 47
The feedback from the industry also indicates the importance for students to understand the economics, sustainability, and the environmental impacts of brewing.	SSR pg. 46
Staff resources are needed to operate the KPU Brewery	SSR pg. 47 ERR pg. 7
Additional people and equipment resources will be required for new program offerings. Examples of new offering could be CPS courses, a brewery maintenance course, a distilling course, the production of ready to drink beverages and non-alcoholic beer production.	SSR pg. 47 ERR pg. 7
Having a dedicated laboratory space separate from the food safe brewing facility for chemical and microbiological analysis of beer are required to meet the program needs	SSR pg. 47 ERR pg. 7
Collaboration with other departments within KPU maximizes available equipment, instrumentation, and expertise	SSR pg. 47
Have dedicated space for storage of cans and promotional material	SSR pg. 48

Have the appropriate chiller installed that meets capacity year around	SSR pg. 48

Action(s) Required to Achieve this Goal	Led by	Start on (M/YY)	Complete By (M/YY)	Notes
Establish a new staff position of brewery coordinator (or other appropriate title) to take on the administrative tasks required in operating a brewery. This would allow the educational faculty and staff to focus on curriculum improvements.	Chair	Jan. 2024	July 2024	This position would free up instructors to focus on improving the courses and course offerings. This new hire would be instrumental in developing new course offerings that could in turn increase enrolment.
Complete installation of a working chiller	Chair ~~/Department~~	Has started	Sept. 2023	
Explore opportunities for decarbonization within the brewery, e.g. improving energy efficiency, capturing CO2, using low global warming potential coolant	Chair	Has started	Sept. 2028	
Determine whether a dedicated classroom could be obtained (e.g. room 1370)	Chair	Oct. 2023	April 2024	For sensory + storage. The department chair will liaise with the Dean's office and the KPU space committee to see if it is feasible to gain dedicated lab or storage space.
Acquire equipment to conduct yeast propagation	Brewing Microbiology Faculty	Oct. 2023	Sept. 2025	

Resource Requirements (if applicable)
Resources required to achieve this Goal: New hire to coordinate operations of the brewery and teach courses that are currently being taught by contract instructors. This new instructor would be instrumental in the development and delivery of new offerings in the Brewing and Brewery Operations program.
When resources will be required: May 2024
Faculty and/or Institutional support required: Ongoing budget support to a new faculty position

Brewing and Brewery Operations Quality Assurance Plan

GOAL 4: Improve the curriculum to maintain relevance with changes in the industry and increase the development of applied skills for the students.

Recommendation(s) this Goal Addresses	Indicate Report & Page Number
It is recommended that the brewing department looks at how the current HOPS courses are delivered and see if there are opportunities to increase the practical skills that the students are acquiring	SSR pg. 46 EER pg. 4
The brewing department should investigate the feasibility of teaching more about brewery maintenance and determine if a course on brewery maintenance could be added to the curriculum	SSR pg. 46
Curriculum review should investigate if the elective courses are benefiting the students and the program. Would it be beneficial to remove one of the elective courses for a course on brewery maintenance or should a course on brewery maintenance be offered as a continuing and professional studies (CPS) offering	SSR pg. 46
Additional people and equipment resources will be required for new program offerings	SSR pg. 48 EER pg. 3 and 7

Action(s) Required to Achieve this Goal	Led by	Start on (M/YY)	Complete By (M/YY)	Notes
Teach students to make decisions based on measured quantitative metrics	Chair~~Department~~	Oct. 2023	Oct. 2027	
Evaluate current curriculum to determine content that can be reviewed, creating room for new content	Chair~~r/Department~~	May 2024	May 2025	
Review current pre-requisites to determine whether each criterion is a valid predicator of success in the program	Chair~~/Department~~	Oct 2023	June 2024	
Conduct review of course evaluation schemes and make changes to ensure authentic assessment of learning, in consultation with FSH T&L liaison	Chair~~/Entire Department~~	May 2024	May 2026	
Investigate whether a course on brewery maintenance is needed. If so, create the course.	Faculty teaching the Equipment and Technology class	May 2024	May 2027	
Map the Brewing and Brewery Operations Program curriculum to see if it supports students to complete the Institute of Brewing and Distilling (IBD) examination. Encourage students to write the IBD exam at the end of the diploma program.	Chair	May 2025	May 2027	Consider: Should they do this exam as part of the curriculum? Could it be integrated directly?

Review necessary transferrable skills, such as critical thinking, problem solving, writing, and communications, and ensure presence in curriculum. - Ensure support is present for English Language Learners	Chair/~~Entire Department~~	May 2024	May 2026	
Investigate the creation of a bachelors in food science degree	Chair ~~Faculty~~	May 2026	May 2028	

Resource Requirements (if applicable)
Resources required to achieve this Goal: Funding would be required to investigate and develop expanded course offerings. For example, a one course time release in fall of 2024 would be used to investigate the development of a brewery maintenance course. Funding would then be required to train or hire faculty to teach a brewery maintenance course. Funding would also be required to purchase equipment (pumps, tools, etc.) that students would dismantle and fix. A shop space to run a maintenance course would also be required.   Funding in terms of a course time release in the fall of 2026 would be needed to investigate the feasibility of creating a bachelors in food science.
When resources will be required: May 2024
Faculty and/or Institutional support required: Hire Faculty/Brewery Coordinator to support expanding the course offerings

GOAL 5: Investigate whether we should incorporate non-alcoholic beer into our curriculum, and if so, implement it

Recommendation(s) this Goal Addresses	Indicate Report & Page Number
The feedback from industry and students also indicates that some information about other fermented beverages would be useful.	SSR pg. 46

Actions(s) Required to Achieve this Goal	Led by	Start on (M/YY)	Complete By (M/YY)	Notes
Review Program Learning Outcomes (PLOs) and Course Learning Outcomes (CLOs) to Investigate the feasibility of including non-alcoholic brewing in the current curriculum or decide if a new course would need to be developed. - Review – Technology and processes currently used in industry - New curriculum that would be required (I.e. would we adapt existing courses or create new ones? Would a new credential be needed?) - Assess industry demand for this training	Chair~~Faculty~~	Jan. 2024	June. 2024	
If feasibility study validates this content, then design and implement		Sept. 2024	Sept. 2026	

Resource Requirements (if applicable)
Resources required to achieve this Goal: Course release to conduct feasibility study. If deemed feasible, funding would be required to purchase necessary equipment to safely produce non-alcoholic beverages.
When resources will be required: Spring, 2024*Click here to enter text.*
Faculty and/or Institutional support required: One course release and funding for equipment

PLAN SUPPORTED BY:

_____   _____   _____

Provost's Name   Provost's Signature   Date

Dean's Name   Dean's Signature   Date

SENATE STANDING COMMITTEE ON PROGRAM REVIEW
Agenda Number: *5.2*
Meeting Date: *October 25, 2023*
Presenter(s): Heather Cyr, Billeh Nickerson, Shelley Boyd

AGENDA TITLE: ENGLISH FIRST ANNUAL FOLLOW-UP REPORT

ACTION REQUESTED: Motion

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

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

COMMITTEE REPORT

For Secretariat Use Only

Attachments

English First Annual Follow-Up Report

Submitted by

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

Date submitted

October 6, 2023

English First Annual Follow-Up Report

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

Date of External Review Site Visit: March 23, 2022

Date Quality Assurance Plan approved by SSCPR: October 19, 2022

Date First Annual Follow-Up Report submitted: September 28, 2023

FIRST PROGRESS REPORT

MONTH/YEAR WHEN THE FIVE-YEAR ACTION PLAN BEGINS: September 2022

GOAL 1: Improve student access to 2000-4000 English courses to facilitate degree completion and better meet demand

Actions Required to Achieve this Goal	Led by	Start on (M/YY)	Complete By (M/YY)	Progress to date/Reasons for Lack of Progress
Offer more required and elective courses across all three semesters. Ensure appropriate numbers of courses are offered to give students choice and flexibility, particularly in the summer semester. This will require future regularized/ hired faculty to teach in the summer semester. Continue to respond to demand.	Chair/ Dean's Office/ ENGL Ed Planning	09/22	05/23	We have added or maintained course options in 2022-2023 and all three semesters for 2023-2024. We have recently regularized a new faculty member into a Spring-Summer rotation, had an existing faculty member change their rotation to Spring-Summer and hired a regular faculty member into a Fall-Summer rotation.
Offer more online and hybrid courses in 2000-4000 level to offer flexibility and meet student demand, consistently revisiting numbers.	Chair/ Ed Planning	09/22	05/23	We have offered several online upper-level courses in 2022-2023 and plan at least one offering in each upcoming semester.

Actions Required to Achieve this Goal	Led by	Start on (M/YY)	Complete By (M/YY)	Progress to date/Reasons for Lack of Progress
Use Ed planning to ensure that popular courses run more often to provide students with access to the courses they want.	Chair/ Ed Planning	09/22	05/23	We have created new courses on the Graphic Novel and World Literature and planned to both run in 2023-2024. Our YA Literature course is now involved in a COIL and will be offered again before it would normally be offered within our cycles. Educational Planning is also looking at editing our committee mandate to make clear the expectation that we plan a mix of required and popular courses. Finally, we are planning program changes that will improve access to popular topics (see below). We will continue to follow up with the dean's office about more regularly running popular courses.
Make course outline changes to make consistent language for 4th year topics courses, enabling students to take these courses more than once for credit if the topic and instructor differ. This change will allow students more flexibility and choice. It will help to meet demand for specific topics because students who see a new topic/ instructor that interests them in a 4000-level course can access that course regardless of whether they have taken the course before with a different instructor and topic. Align these changes with other fourth-year changes.	Chair/ ENGL Curriculum Committee	09/22	~~09/23~~ ~~New date:~~ ~~09/25~~09/25	This item has not yet been achieved. When we attempted to take these courses to ASCC to make this simple change (a check box in the new CIM), ASCC wanted to look at the courses as a full revision and critique them as they are. Despite our offer to make the full revision date 2024 and assurance that we are in the process of planning an overhaul of fourth year courses, ASCC did not want us to move this change through without

Actions Required to Achieve this Goal	Led by	Start on (M/YY)	Complete By (M/YY)	Progress to date/Reasons for Lack of Progress
				completely revising the entire courses, which we are not yet prepared to do (see below). Therefore, this change will move through with our program changes.
Revisit calendar language around historical breadth requirements to ensure that we can easily add new courses to these categories without program changes and to make language clearer for students. While all of our historical breadth courses meet similar learning outcomes, having more options satisfies the demands of our field because we provide coverage across different historical periods of literature. These courses will, of course, be included in our curriculum mapping. This initial step is simply about looking at options for how to present these historical "groupings" in our calendar so that students can more easily understand their options. This will ease the way for later development.	Chair/ ENGL Curriculum Committee/ OREG	09/22	09/24	Complete. We met with Terri Taylor in the registrar's office who let us know that there is not a simple way to make changes to these categories without completing a D7 each time we change the categories. Our program change planning includes more breadth courses (see below).
Encourage faculty to develop further courses in our required historical breadth categories to allow for more offerings, easier scheduling, and more flexibility for Majors in meeting historical breadth requirements. These courses meet all the core program-level Learning Outcomes, but they specifically address number 3: "Understand the history and evolution of the discipline, current debates, and possible futures." Any course in these historical categories meets the same program-level Learning Outcomes; having multiple courses offers students a chance to meet these outcomes in different contexts, satisfies historical breadth coverage demanded by our field, and gives students choice of how to meet these learning outcomes.	Chair/ENGL Curriculum Committee	09/23	09/25	We have started to put the pieces in place for this item. For example, we have recently hired a new 18th-century literature expert whose work focuses on travel writing and cultural exchange. We have given a second NR-2 to a faculty member whose work focuses on emancipation narratives in historical American literature. These experts will help us to revise and update our historical literature offerings. There are more changes to come.

GOAL 2: Streamline, update, and rationalize upper-level course offerings

Actions Required to Achieve this Goal	Led by	Start on (M/YY)	Complete By (M/YY)	Progress to date/Reasons for Lack of Progress
Engage in curriculum mapping.	ENGL Curriculum Committee/ Upper Level	01/23	01/24~~05/23~~	This step has taken longer than expected because we discovered that our FPP (Full Program Proposal) does not have Program Learning Outcomes that are articulated in a way that allows for mapping. We have also discovered that our Course Learning Outcomes were often simply copied from outline to outline, meaning that half of our courses have the exact same Course Learning Outcomes. This makes mapping very difficult. With the help of Opro, we created a chart of all of these elements in all of our course outlines. We have had faculty complete several different Teaching and Learning trainings with Nishan Perrara and Craig Wright to help set us on the right path. We asked for and received a program review/ curricular development release, which was searched and awarded to Gillian Dearle. Gillian has taken a leadership role in moving our curricular work forward and creating a workflow to revise our CLOs and approve a list of PLOs. Our curriculum committee held a retreat on reading break 2023 to move forward our full re-imagining of our PLOs and we have recently completed

Actions Required to Achieve this Goal	Led by	Start on (M/YY)	Complete By (M/YY)	Progress to date/Reasons for Lack of Progress
				them. We have now sent the PLOs to Opro for consultation to ensure that they would not require ministry review. Once this process is complete, initial curriculum mapping will take place this Fall, and this will allow us to start the revisions on CLOs.
Revise language across national, historical, and genre courses to adhere to consistent schemas.	ENGL Curriculum Committee/ Upper Level	09/23	09/25	In process (see above). We are in the midst of booking a Course Learning Outcome workshop for curriculum committee faculty who will lead on many of the changes.
Develop consistent language for course outlines that addresses the differences between 2000, 3000, and 4000 level courses. Include revised language in course outlines as they come up for revision.	Chair/ Curriculum Committee	09/22	09/24	In process (see above).
Hold discussions with our faculty who are experts in their fields to examine the flexibility and currency of courses, particularly in historical/ national categories. Consider "Studies in" courses at the 3000-level to provide flexibility for instructors and Ed planning that would also allow for compelling topic-driven courses to meet student interest and demand. Move changes through curriculum system.	Chair/ ENGL Curriculum Committee/ Upper Levels Committee	01/23	09/25	Planned for this year. We unveiled a draft "Program 2025" at a recent department meeting and are now starting small group consultations.
Create 2000-level World Literature course and start to update the current national categories to better reflect the diversity of literature studied in the field and the faculty we currently have in the program.	Chair/ENGL Curriculum Committee/ area experts	09/22	09/23	Completed. ENGL2305 was developed by Gillian Bright and Kris Singh with input from Asma Sayed. It is running in Fall 2023 with Gillian. She has planned two guest speakers to ensure that the students hear from diverse authors directly. Gillian will

Actions Required to Achieve this Goal	Led by	Start on (M/YY)	Complete By (M/YY)	Progress to date/Reasons for Lack of Progress
				also invite her students to Asma's planned conference on the Indian Ocean in literature that will feature famed author M.G. Vassanji.

GOAL 3: Streamline course requirements for the Major and Minor

Actions Required to Achieve this Goal	Led by	Start on (M/YY)	Complete By (M/YY)	Progress to date/Reasons for Lack of Progress
Examine program requirements from other Minors across the province and develop new flexible Minor model, focusing specifically on whether to keep theory and fourth-year requirements. The flexible Minor will continue ensure that students are meeting the major program-level learning outcomes embedded across the 2000-3000 levels of our program, the students in the Minor are currently having to meet this at almost as a high a level as our Majors. Instead, creating a flexible Minor fits with trends across Canada, allows flexibility and choice for students, and ensures they still meet the major program-level learning outcomes.	Chair/ Program Review/ ENGL Curriculum Committee	09/22	09/22	Complete.
Consult and vote upon new flexible Minor at the Department level and implement changes through the curricular system.	Chair/ Program Review/ ENGL Curriculum Committee	10/22	09/23	Complete. Approved by Senate. The new flexible minor made its way through Senate in Spring 2023. It is live in the 2023-2024 calendar and accompanied by freshly revised calendar language, a web site inviting students to imagine how they may design their flexible Minor, and an advertising campaign on posters and social media.

Actions Required to Achieve this Goal	Led by	Start on (M/YY)	Complete By (M/YY)	Progress to date/Reasons for Lack of Progress
Develop and run a second-year skills and methods course (ENGL 2250 Approaches to Literary Study) that will bring critical methods and foundational skills into the foundation(s) of the program. Program-level Learning Outcome number 2— "Demonstrate critical thinking and reasoning skills in reading, comprehending, and evaluating texts and contexts. Interpret and analyze texts from a variety of critical and theoretical perspectives"— and number 6— "Frame and investigate relevant research questions to draw upon and document primary and secondary sources to develop original analyses, interpretations and arguments" –are embedded in all 2000-3000 courses across the program, this course will concentrate on the skills building that will allow students to better meet these outcomes in all of their courses.	Chair/ R.D. (course developer)/ ENGL Curriculum Committee/ Ed Planning	09/22	01/24	Complete. This course was developed by Robert Dearle, made its way through governance and appears in the Fall 2023 calendar. It is scheduled to run in Spring 2024 as planned.
Hold discussions with our faculty theory experts and upper-level instructors in the department to consider the goals of the theory requirement in our Major Program, consider its currency in the context of other degrees across the discipline, and decide how to modify the theory requirement. This will be done after the aforementioned curriculum mapping and in alignment with ministry approved attributes.	Chair/ Upper Levels Committee/ ENGL Curriculum Committee	09/23	09/24	Discussions are underway. Small group feedback sessions will take place in Fall 2023 and Spring 2024.
Consult upon a change from specific historical requirements at 2000-level to the new skills and methods course for Majors. This will move students towards the program-level learning outcomes, while still offering them flexibility and choice among the historical periods in our field.	Chair/ Upper Levels/ ENGL Curriculum Committee	09/23	09/24	Initial presentation and discussion at the September 2023 department meeting. Discussions/ consultations have begun.
Institute a new, more flexible set of requirements for Majors. While this work ostensibly starts in 2023; it requires many of the steps here to happen first.	Chair/ ENGL Curriculum Committee	09/23	09/25	We have done a number of sub-tasks to move towards this goal. Program Review has a draft program for faculty to consult upon. The workflow and detailed timeline

Actions Required to Achieve this Goal	Led by	Start on (M/YY)	Complete By (M/YY)	Progress to date/Reasons for Lack of Progress
				for this particular item are complete. We are on track.

GOAL 4: 4th-year experience/ renew experiential opportunities

Actions Required to Achieve this Goal	Led by	Start on (M/YY)	Complete By (M/YY)	Progress to date/Reasons for Lack of Progress
Establish Experiential Learning Working Group (ELWG) as a subcommittee of Curriculum Committee to explore options and generate ideas for what we want 4th year to accomplish. This may include coordinating work experience with the Learning Centre, the English Writing Labs, or the university library.	4th-year committee~~ELWG~~	09/23	0~~5/23~~~~9/24~~	Complete. We have created an Ad Hoc 4th~~Fourth~~-Year Committee as a sub-committee of curriculum. We felt that a group looking at the entirety of fourth year, including experiential, was a better way forward.
Revisit ENGL 4300 and 4400, and possibly develop a new ENGL 4xxx capstone course.	ENGL Curriculum Committee	09/23	09/24	In process. See above. The group has identified several clear goals including three main categories for new and revised fourth-year courses: experiential, seminar, and pedagogical. The work to revise our fourth-year is underway.
Consult with Upper Levels Committee to gauge interest in, and feasibility of, an Honours program. If there is support, strike a committee to discuss potential models, working in tandem with the ELWG committee.	Chair/ Upper Levels Committee/ ~~ELWG~~4th-year committee	01/24	09/2~~3~~~~5~~	Complete. We held a poll to gauge interest for this project and received unanimous support. Several members of the "Ad Hoc Fourth-Year Sub-Committee" have ~~begun~~

Actions Required to Achieve this Goal	Led by	Start on (M/YY)	Complete By (M/YY)	Progress to date/Reasons for Lack of Progress
				~~surveying~~surveyed honours programs across North America to gather ideas.
Create an Honours Program plan to complement our existing Major.		09/23	05/24	This plan is in initial draft and will be part of consultations going forward.
Move the new Honours Program through governance along with our other program changes.		09/23	09/25	To be completed.
Investigate possibility of co-op opportunities as part of the work of the ~~ELWG~~4th-year committee, consulting with appropriate institutional partners.	~~ELWG~~4th-year committee	09/23	09/25	We are not yet ready to move to this step as we are still in development. However, we recently planned a visit to a department meeting by representatives for KPU's work-integrated learning initiatives.
Continue the English Department's involvement in ARTS 4800 which provides students with work experience within the existing curriculum and investigate whether to allow ARTS 4000-level courses to count towards our Major requirements.	Chair/Arts Practicum	underway	~~09/23 first cycle~~ Implementation for Major 2025~~*New*~~ ~~Implementation 09/2025~~	English faculty member Greg Chan is now chair of the ARTS4800 committee. In 2022-2023, this course was taught by our colleague Robert Pasquini, who also sits on the committee. In 2023-2024, it is being taught by Greg Chan. We have reached agreement at curriculum committee to integrate ARTS4800 into our revised options for fourth year, allowing students to take ARTS4800 as one of their requirements. This change will accompany the program revisions. We will also look at other

Actions Required to Achieve this Goal	Led by	Start on (M/YY)	Complete By (M/YY)	Progress to date/Reasons for Lack of Progress
				Arts courses to see how they complement other parts of the program.

GOAL 5: Increase diversity within individual courses and across the program

Actions Required to Achieve this Goal	Led by	Start on (M/YY)	Complete By (M/YY)	Progress to date/Reasons for Lack of Progress
Create an ENGL Department Equity, Diversity, Inclusion, and Decolonization Committee (EDID-C) as part of the Department's committee structure.	Chair	01/23	05/24~~3~~	Not yet complete. We plan to have this committee started in 2023-2024.
Organize workshops, talks, and PD activities on inclusive, anti-racist, and decolonial pedagogies and research practices.	EDID Committee/ Upper Levels	05/23	12/23 first cycle	Our PD committee is planning to invite Trina Prince to offer our department the reimagining gender workshop and to invite one of our Arts Indigenous liaisons to offer us a PD session as we begin to revise our curriculum. At our May 2023 retreat, we had a talk by Dr. Jane Eaton from UCalgary on inclusive and equitable strategies in dealing with academic integrity issues. Apart from the guest speakers that we will host as a part of World Literature (see above), our department hosted Indigenous scholar Niigaan Sinclair on September 20, 2023. We are co-hosting (with Fiona Whittington-Walsh and her Barber grant team) Indigenous poet and activist Smokii

Actions Required to Achieve this Goal	Led by	Start on (M/YY)	Complete By (M/YY)	Progress to date/Reasons for Lack of Progress
				Sumac in November 2023. As mentioned above, Asma Sayed's conference on the Indian Ocean will be a major event that brings postcolonial frameworks to the fore.
Audit current courses for: 1) Representation of historically excluded/underrepresented groups and 2) Pedagogical approaches that uphold and support different ways of knowing. Note gaps.	ENGL Curriculum Committee	01/23	09/23	This is underway as a part of our larger curricular revisions/ development. See above re: recent hires and new courses. We have also recently hired an NR2 faculty member whose expertise focuses on African literatures and petrocultures, Philip Aghoghovwia.
Bring together faculty field experts in to re-imagine courses and discuss capacity in underrepresented specialities. Possibilities include courses in Post-Colonial Literature, Eco-Criticism, voices of the Global South, LGBTQ+ Literatures, etc.	ENGL Curriculum Committee/ area experts	05/23	09/24	In 2023, we consulted with Ed Planning and with our experts in world literatures to ask for their input on where we have gaps in our program. This feedback informed our hiring priorities for 2023-2024 (see above). We look forward to further work on this front as we revise our curriculum.
Develop and redesign courses to fill gaps based on current faculty member's expertise; provide a list of gaps that the Department does not have expertise in to Search, keeping EDID at the forefront of the process.	ENGL Curriculum Committee/ area experts/ Search	01/23	09/24	This process is underway. However, Program Review and curriculum committees have reached a tentative agreement that we will add a new category to our program requirements. Students will choose from among a group

Actions Required to Achieve this Goal	Led by	Start on (M/YY)	Complete By (M/YY)	Progress to date/Reasons for Lack of Progress
				of courses that focus on contemporary issues.
Continue to identify and pursue hiring priorities that expand instructor expertise in literatures from historically excluded groups.	Search/ Ed Planning/ Chair	01/2021	09/23	Complete.

GOAL 6: Improve outreach to students

Action(s) Required to Achieve this Goal	Led by	Start on (M/YY)	Complete By (M/YY)	Progress to date/Reasons for Lack of Progress
Re-examine existing processes in the Department Committee Handbook. Identify a faculty member responsible for working with the DA to ensure that the department's website is up to date. This responsibility should be built into Public Relations Committee (PR).	Chair/ PR	09/22	01/23	Complete.
Continue to ensure that a member of PR is responsible for posting important information and for connecting with the Arts Coordinator of Communications and Public Events.		09/22	10/22	Complete. We currently have a new campaign centred on our newly revised Minor.
Task Public Relations Committee with compiling links to important online information sources such as the BCCAT transfer guide, the SFU and UBC teacher training programs, MLIS programs, etc., for inclusion on the English department website in a careers page.	Chair/ PR	01/23	0~~1/23~~ 5/24 ~~first cycle~~	We have met with advising, attended the most recent education forum, made contacts with UBC and SFU Education programs, and begun discussions about how to better communicate with our students about how they can prepare to enter education programs from a Minor or Major in English. We have not yet created the web site.

Action(s) Required to Achieve this Goal	Led by	Start on (M/YY)	Complete By (M/YY)	Progress to date/Reasons for Lack of Progress
In consultation with advising, create a one-page document that advises students who wish to apply to post-graduate Education programs with English as a post-secondary teachable.	Chair/ PR	10/22	01/23	Advising already has such handouts. We will, however, work towards making more boutique versions for our web site.
Consult with KPU OREG about including information below calendar course descriptions to guide students.	Chair/ENGL Curriculum Committee	09/22	09/22	Complete. Will do so in future course descriptions.

GOAL 7: Identify and implement discipline-specific learning supports for Majors and Minors; encourage related PD opportunities among upper-level instructors

Actions Required to Achieve this Goal	Led by	Start on (M/YY)	Complete By (M/YY)	Progress to date/Reasons for Lack of Progress
Hold regular PD sessions with the library liaisons to keep faculty up to date and encourage them in making use of existing resources as well as to encourage new faculty to make use of librarian-led sessions.	Library Committee/ PD Committee	08/22	08/22 first meeting; ongoing	Complete.
Task Library Committee with regular communication with upper-level instructors about the development of library resources.	Library Committee	09/22	01/23	Complete.
Encourage English Research Committee (sub-committee of Upper Levels) to hold PD sessions to connect students with research and resources.	Research Committee/ Library Committee	09/22	11/23	Complete. In Fall 2023, English Research Committee held two events. One was a round table on faculty research geared towards students. The other was a forum for students interested in applying to post-bacc programs (MAs in English, Library Sciences, Education), which included alumni. We wish to expand on both of these in 2023-2024.

Actions Required to Achieve this Goal	Led by	Start on (M/YY)	Complete By (M/YY)	Progress to date/Reasons for Lack of Progress
Complete an OER handbook for English students that faculty can adapt at need.	Chair	09/21	05/23 *New* 09/2024	This project has been delayed by other department business. Will complete for Fall 2024.
Working with the Teaching and Learning Commons, the Upper Levels committee, and the DH Committee, arrange workshops on current assessment methods that encourage student collaboration, creative responses to assigned texts, and expression through media beyond the traditional academic essay.	Upper Levels/ DH Committee	09/23	09/24	Not yet started.

GOAL 8: Improve connections to KPU units, community, and alumni

Action(s) Required to Achieve this Goal	Led by	Start on (M/YY)	Complete By (M/YY)	Progress to date/Reasons for Lack of Progress
Ties with other disciplines in Arts and the university already exist and can be developed further by continuing work on the Interdisciplinary Film Minor.	Chair	09/21	09/23	Delayed (outside of our control).
Individual English faculty regularly work with faculty from other disciplines. To encourage more faculty to take part in interdisciplinary projects, the department will use the department service chart to track and make public these projects and to make those projects clear at department meetings.	Chair	09/22	09/23 first cycle	Complete. We are currently completing our 2023-2024 chart to track faculty service obligations internal and external to the department. Several English faculty members have also been involved in a team who successfully won a Barber grant to do community work.

Action(s) Required to Achieve this Goal	Led by	Start on (M/YY)	Complete By (M/YY)	Progress to date/Reasons for Lack of Progress
~~Respond when Arts is prepared for PAC development (Arts has put a hold on the process of creating PACs; therefore, we will wait until Arts has developed protocols and respond at that time).~~ The English department should request support from the Dean of Arts for a time release to facilitate the establishment of the PAC<u>. More resources to support the creation of PACs are coming from Arts.</u> ~~when Arts signals its intention to support this process.~~	Chair	Spring 2023	Fall 2023	We had incorrect information that PACs were paused. We have received news that we can have some administrative support and understand a new resource is forthcoming. We have reported to Arts, and will follow up on the additional resource coming available later in Fall semester. Heather will also touch base with Shelley about being paired with another chair who has recently created a PAC.
Explore how other departments maintain connections with alumni, and create an alumni page on the web site.	Chair/ PR Committee	09/22	09/23	Not yet complete but tasked to PR Committee.

GOAL 9: Address space issues

Action(s) Required to Achieve this Goal	Led by	Start on (M/YY)	Complete By (M/YY)	Progress to date/Reasons for Lack of Progress
Based on comparisons to other departments with a designated common area, lobby the Dean of Arts for access to such a space by highlighting the benefits to current and future English Majors and Minors.	Chair	09/22	12/22	We have, on several occasions, asked for this space in the appropriate venues. We have recently lost space and added faculty, making this issue more pressing.

During mid-year budget asks in Summer 2023, we officially asked for a refresh of the Arts Hotel office. If this space could be |

				made more usable, it would help. However, we remain the only one of the large Arts departments to be without a meeting space.
Emphasizing the growing role of student mental health issues during interactions between students and faculty, and the considerable number of students enrolled in English classes (esp. ENGL 1100) the English Department should highlight to the Dean of Arts the need for student privacy in a flex space on Surrey campus.	Chair	09/22	12/22	We have advocated for more space.
Complete a review of space, workstations, and faculty numbers on each campus given the English Department's growing number of faculty and projections for growth.	Chair	09/22	12/22	We have completed such a review and determined that English has the least space of the large departments in Arts, despite being the largest department. We are also the only large department without a social space for students and faculty. In 2023, we had 3.5 offices removed from our space allotment.

PROGRAM UNDER REVIEW: English

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: Congratulations to the English department on making so much progress since the QA Plan was written. For the most part, that progress is outlined clearly in this report. I just have a few suggestions below for further info and increased clarity.

Reviewer #2: This report made it obvious what the English department's short-, mid-, and long-term goals and intentions were, as well as how much progress had been made in that direction.
It stated dates, leads, and point people and progress clearly. This first annual report is strong, and it details some commendable advancements.

The department's proactive search for enhanced upper-year course offerings, course accessibility, experiential learning, and discipline-specific learning aids was made clear in the report.

The department has the least amount of space among the major Arts departments, according to the report.

Reviewer #3: Recommended for approval with minor edits.

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

☐   Recommend for approval by the SSCPR as is
☒   Reviewer #1, #2 & #3: 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 <u>ONLY</u> 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 1 & 2, Goal 1, first 3 action items. It looks like these items are complete, but that is not explicitly stated.	Many items in this report have "Complete" or "In process" or something similar at the start of the notes in the "progress" column, which is helpful. I suggest doing this for all items, as it will make it easier to judge progress, especially between now and the next follow-up report.	

Issue (page #)	Suggested Action	Program's Response
Page 3, Develop and run a second-year skills and methods course (ENGL 2250 Approaches to Literary Study) that will bring critical methods and foundational skills into the foundation(s) of the program.	The goal is marked as completed, but the completion date is listed as Jan 2024.	
Page 8, Consult with Upper Levels Committee to gauge interest in, and feasibility of, an Honours program. If there is support, strike a committee to discuss potential models, working in tandem with the ELWG committee.	The starting date is later than completion date.	
Page 8, Create an Honours Program plan to complement our existing Major.	Who is the lead?	
Page 9, Continue the English Department's involvement in ARTS 4800 which provides students with work experience within the existing curriculum and investigate whether to allow ARTS 4000- level courses to count towards our Major requirements.	Please clarify the date.	
Page 10, Audit current courses for: 1) Representation of historically excluded/underrepresented groups and 2) Pedagogical approaches that uphold and support different ways of knowing. Note gaps.	More reasonable explanations are needed here regarding 2) Pedagogical approaches that uphold and support different ways of knowing, and "Note gaps". The completion date is September 2023. However, this is a project in progress.	
Page 10, Goal 5, first action item. Reason for delay is not stated.	Please provide some rationale for the delay.	
Page 11, Continue to identify and pursue hiring priorities that expand instructor expertise in literatures from historically excluded groups. Page 12, Re-examine existing processes in the Department Committee Handbook.	More reasonable explanations are needed here regarding how you achieved this goal. More reasonable explanations are needed here regarding how you achieved this goal.	

Issue (page #)	Suggested Action	Program's Response
Page 12, Continue to ensure that a member of PR is responsible for posting important information and for connecting with the Arts Coordinator of Communications and Public Events.	Who is the lead?	
Page 13, Hold regular PD sessions with the library liaisons to keep faculty up to date and encourage them in making use of existing resources as well as to encourage new faculty to make use of librarian-led sessions.	Is this completed or underway? More rational is needed here.	
Page 13, Task Library Committee with regular communication with upper-level instructors about the development of library resources.	Additional explanation is needed.	
Page 13, Complete an OER handbook for English students that faculty can adapt at need.	Please clarify the completion date, and provide more rational.	
Page 13, Working with the Teaching and Learning Commons, the Upper Levels committee, and the DH Committee, arrange workshops on current assessment methods that encourage student collaboration, creative responses to assigned texts, and expression through media beyond the traditional academic essay.	Please clarify the starting date, and provide more rational regarding the rational of not being able to start.	
Page 14, Ties with other disciplines in Arts and the university already exist and can be developed further by continuing work on the Interdisciplinary Film Minor.	Please clarify the completion date, and provide more rational regarding the delay.	
Page 14, Goal 7, fifth action item. More info needed on revised timeline.	I realize that the projected start date was only last month, but perhaps provide an estimated new start date (and a rationale if there is expected to be a significant delay in starting).	

Issue (page #)	Suggested Action	Program's Response
Page 14, Goal 8, first action item. More info needed on reason for delay.	Please clarify what is meant by "outside of our control".	
Page 15, Goal 8, fourth action item. Rationale for delay has not been provided.	Please provide a rationale for the delay.	
Page 15, Explore how other departments maintain connections with alumni, and create an alumni page on the web site.	Please clarify the completion date, and provide more rational.	
Page 15, Address space issues	The task appears to be done. However, it is apparent the department is quite unhappy with this outcome, and wishes you not to give up.	

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 #)
For the benefit of any future readers from outside KPU, please define all acronyms, initialisms, and abbreviations at first usage (for example ASCC on page 2, oPro on page 4, and OER & DH on page 14).
Page 8, Goal 4, first action item. Since you updated the "Complete By" column, perhaps update the "Start on" column too as it looks like this was finished before it started :)
In general, add completion dates for steps that have been completed, particularly if the date is different to the original "complete by" date. For example: Goal 7, third action item.
1.There is a request for future regularized/hired faculty to teach. I'm unsure of the current rules regarding requesting additional faculty members in follow-up reports, so am simply flagging this as a possible "flag"
2.Define "YA"
2.Definte "COIL"
2.Define "ASCC"
3.D7 is now called "Program Change form"
4.Define opro – Office of the Provost
4.Correct the spelling of Nishan's surname. Should be "Perera"
4.Teaching and Learning should be Teaching and Learning Commons
4.Define CLO and PLO

Minor Edits (page #)
8.Should it be "Ad Hoc 4th-Year Sub-Committee" to match the Ad Hoc 4th-Year Committee name?
12.Should "Advising" be "Academic Advising"? Or is this a Faculty of Arts advising group? Clarification would be helpful
13. Same as above
15. Heather who?
15. Define PR

English First Annual Follow-Up Report

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

Date of External Review Site Visit: March 23, 2022

Date Quality Assurance Plan approved by SSCPR: October 19, 2022

Date First Annual Follow-Up Report submitted: September 28, 2023

FIRST PROGRESS REPORT

MONTH/YEAR WHEN THE FIVE-YEAR ACTION PLAN BEGINS: September 2022

GOAL 1: Improve student access to 2000-4000 English courses to facilitate degree completion and better meet demand

Actions Required to Achieve this Goal	Led by	Start on (M/YY)	Complete By (M/YY)	Progress to date/Reasons for Lack of Progress
Offer more required and elective courses across all three semesters. Ensure appropriate numbers of courses are offered to give students choice and flexibility, particularly in the summer semester. This will require future regularized/ hired faculty to teach in the summer semester. Continue to respond to demand.	Chair/ Dean's Office/ ENGL Ed Planning	09/22	05/23	Complete for first cycle; this will be an ongoing process. We have added or maintained course options in 2022-2023 and all three semesters for 2023-2024. We have recently regularized a new faculty member into a Spring-Summer rotation, had an existing faculty member change their rotation to Spring-Summer and hired a regular faculty member into a Fall-Summer rotation. The date is May because we had already planned upcoming upper-level courses by that time.

Actions Required to Achieve this Goal	Led by	Start on (M/YY)	Complete By (M/YY)	Progress to date/Reasons for Lack of Progress
Offer more online and hybrid courses in 2000-4000 level to offer flexibility and meet student demand, consistently revisiting numbers.	Chair/ Ed Planning	09/22	05/23	<u>Complete for first cycle; this will be an ongoing process.</u> We have offered several online upper-level courses in 2022-2023 and plan at least one offering in each upcoming semester.
Use Ed planning to ensure that popular courses run more often to provide students with access to the courses they want.	Chair/ Ed Planning	09/22	05/23	<u>Initial changes complete; this will be an ongoing process as we hire new folks, ed planning needs change, and the discipline changes.</u> We have created new courses on the Graphic Novel and World Literature and planned to both run in 2023-2024. Our Y<u>oung A</u>dult Literature course is now involved in a COIL <u>(International partnership)</u> and will be offered again before it would normally be offered within our cycles. Educational Planning is also looking at editing our committee mandate to make clear the expectation that we plan a mix of required and popular courses. Finally, we are planning program changes that will improve access to popular topics (see below). We will continue to follow up with the dean's office <u>and our educational planning committee</u> about more regularly running popular courses.

Actions Required to Achieve this Goal	Led by	Start on (M/YY)	Complete By (M/YY)	Progress to date/Reasons for Lack of Progress
Make course outline changes to make consistent language for 4th year topics courses, enabling students to take these courses more than once for credit if the topic and instructor differ. This change will allow students more flexibility and choice. It will help to meet demand for specific topics because students who see a new topic/ instructor that interests them in a 4000-level course can access that course regardless of whether they have taken the course before with a different instructor and topic. Align these changes with other fourth-year changes.	Chair/ ENGL Curriculum Committee	09/22	09/23	Not complete. This item has not yet been achieved, but it will be achieved by 09/24. When we attempted to take these courses to Arts Sub-Committee on Curriculum (ASCC) to make this simple change (a check box in the new Course Inventory Management system), ASCC wanted to look at the courses as a full revision and critique them as they are. Despite our offer to make the full revision date 2024 and assurance that we are in the process of planning an overhaul of fourth year courses, ASCC did not want us to move this change through without completely revising the entire courses, which we are not yet prepared to do (see below). Therefore, this change will move through with our program changes. New completion date 09/25.
Revisit calendar language around historical breadth requirements to ensure that we can easily add new courses to these categories without program changes and to make language clearer for students. While all of our historical breadth courses meet similar learning outcomes, having more options satisfies the demands of our field because we provide coverage across different historical periods of literature. These courses will, of course, be included in our curriculum mapping. This initial step is simply about looking at options for how to present these historical "groupings" in our calendar so that students can more easily understand their options. This will ease the way for later development.	Chair/ ENGL Curriculum Committee/ Office of the	09/22	09/24	Complete. We revisited this and found it was not possible. We met with Terri Taylor in the registrar's office who let us know that there is not a simple way to make changes to these categories without completing a D7 each time we change the categories. Our program change planning includes more breadth courses (see

Actions Required to Achieve this Goal	Led by	Start on (M/YY)	Complete By (M/YY)	Progress to date/Reasons for Lack of Progress
	Registrar (OREG)~~EG~~			below). We will make these changes with our larger curricular changes.
Encourage faculty to develop further courses in our required historical breadth categories to allow for more offerings, easier scheduling, and more flexibility for Majors in meeting historical breadth requirements. These courses meet all the core program-level Learning Outcomes, but they specifically address number 3: "Understand the history and evolution of the discipline, current debates, and possible futures." Any course in these historical categories meets the same program-level Learning Outcomes; having multiple courses offers students a chance to meet these outcomes in different contexts, satisfies historical breadth coverage demanded by our field, and gives students choice of how to meet these learning outcomes.	Chair/ENGL Curriculum Committee	09/23	09/25	Progress started. We have started to put the pieces in place for this item. For example, we have recently hired a new 18th-century literature expert whose work focuses on travel writing and cultural exchange. We have given a second NR-2 to a faculty member whose work focuses on emancipation narratives in historical American literature. These experts will help us to revise and update our historical literature offerings. There are more changes to come.

GOAL 2: Streamline, update, and rationalize upper-level course offerings

Actions Required to Achieve this Goal	Led by	Start on (M/YY)	Complete By (M/YY)	Progress to date/Reasons for Lack of Progress
Engage in curriculum mapping.	ENGL Curriculum Committee/ Upper Level	01/23	05/23	Almost complete. This step has taken longer than expected because we discovered that our FPP (Full Program Proposal) does not have Program Learning Outcomes that are articulated in a way that allows for mapping. We have also discovered that our Course Learning Outcomes were often simply copied from outline to outline, meaning that half of our courses have the exact same Course Learning Outcomes. This makes mapping very difficult. With the help of the Office of the Provost Curriculum~~Opro~~, we created a chart of all of these elements in all of our course outlines. We have had faculty complete several different Teaching and Learning Commons trainings with Nishan Per~~re~~ra and Craig Wright to help set us on the right path. We asked for and received a program review/ curricular development release, which was searched and awarded to Gillian Dearle. Gillian has taken a leadership role in moving our curricular work forward and creating a workflow to revise our Course Learning Outcomes and approve a list of Program Learning ~~L~~Outcomes. Our curriculum committee held a retreat on reading break 2023 to move forward our

Actions Required to Achieve this Goal	Led by	Start on (M/YY)	Complete By (M/YY)	Progress to date/Reasons for Lack of Progress
				full re-imagining of our PLOs, and we have recently completed them. We ~~have now~~ sent the PLOs to <u>the Office of the Provost Curriculum</u>~~Opro~~ for consultation to ensure that they would not require ministry review <u>and have been given the greenlight as of Oct. 17, 2023</u>. <u>We will take these new Program Learning Outcomes to our October 27th, 2023 department meeting and then start i</u>~~Once this process is complete, i~~nitial curriculum mapping ~~will take place this Fall.~~, and t<u>Our Curriculum Committee has booked a Course Learning Outcome training session with Craig Wright in the Teaching and Learning Commons for Dec. 7th.</u> ~~his will allow us to start the revisions on CLOs.~~
Revise language across national, historical, and genre courses to adhere to consistent schemas.	ENGL Curriculum Committee/ Upper Level	09/23	09/25	In process (see above). We <u>have booked a</u> ~~are in the midst of booking a~~ Course Learning Outcome<u>s</u> workshop for C<u>c</u>urriculum C<u>c</u>ommittee faculty who will lead on many of the changes. <u>We have also booked consultations with faculty in three of our sub-disciplinary areas on Nov. 3 to bring them on board, build consensus around changes, and begin the process of making these changes. We will then book</u>

Actions Required to Achieve this Goal	Led by	Start on (M/YY)	Complete By (M/YY)	Progress to date/Reasons for Lack of Progress
				more consultations with a further three groups of sub-disciplinary experts.
Develop consistent language for course outlines that addresses the differences between 2000, 3000, and 4000 level courses. Include revised language in course outlines as they come up for revision.	Chair/ Curriculum Committee	09/22	09/24	In process (see directly above).
Hold discussions with our faculty who are experts in their fields to examine the flexibility and currency of courses, particularly in historical/ national categories. Consider "Studies in" courses at the 3000-level to provide flexibility for instructors and Ed planning that would also allow for compelling topic-driven courses to meet student interest and demand. Move changes through curriculum system.	Chair/ ENGL Curriculum Committee/ Upper Levels Committee	01/23	09/25	Planned for this year. We unveiled a draft "Program 2025" at a recent department meeting and are now starting small group consultations.
Create 2000-level World Literature course and start to update the current national categories to better reflect the diversity of literature studied in the field and the faculty we currently have in the program.	Chair/ENGL Curriculum Committee/ area experts	09/22	09/23	Completed. ENGL2305 World Literature was developed by Gillian Bright and Kris Singh with input from Asma Sayed. It is running in Fall 2023 with Gillian. She has planned two guest speakers to ensure that the students hear from diverse authors directly. Gillian will also invite her students to Asma's planned conference on the Indian Ocean in literature that will feature famed author M.G. Vassanji.

GOAL 3: Streamline course requirements for the Major and Minor

Actions Required to Achieve this Goal	Led by	Start on (M/YY)	Complete By (M/YY)	Progress to date/Reasons for Lack of Progress
Examine program requirements from other Minors across the province and develop new flexible Minor model, focusing specifically on whether to keep theory and fourth-year requirements. The flexible Minor will continue ensure that students are meeting the major program-level learning outcomes embedded across the 2000-3000 levels of our program, the students in the Minor are currently having to meet this at almost as a high a level as our Majors. Instead, creating a flexible Minor fits with trends across Canada, allows flexibility and choice for students, and ensures they still meet the major program-level learning outcomes.	Chair/ Program Review/ ENGL Curriculum Committee	09/22	09/22	Complete. This chart informed our changes to the ENGL Minor Program.
Consult and vote upon new flexible Minor at the Department level and implement changes through the curricular system.	Chair/ Program Review/ ENGL Curriculum Committee	10/22	09/23	Complete. Approved by Senate. The new flexible minor made its way through Senate in Spring 2023. It is live in the 2023-2024 calendar and accompanied by freshly revised calendar language, a web site inviting students to imagine how they may design their flexible Minor, and an advertising campaign on posters and social media.
Develop and run a second-year skills and methods course (ENGL 2250 Approaches to Literary Study) that will bring critical methods and foundational skills into the foundation(s) of the program. Program-level Learning Outcome number 2— "Demonstrate critical thinking and reasoning skills in reading, comprehending, and evaluating texts and contexts. Interpret and analyze texts from a variety of critical and theoretical perspectives"— and number 6— "Frame and investigate relevant research questions to draw upon and document primary and secondary sources to develop original analyses, interpretations and arguments" –are embedded in all 2000-3000 courses across the program, this course will concentrate on the skills building that will allow students to better meet these outcomes in all of their courses.	Chair/ R.D. (course developer)/ ENGL Curriculum Committee/ Ed Planning	09/22	01/24	Complete ahead of schedule. This course was developed by Robert Dearle, made its way through governance in Spring 2023 and appears in the Fall 2023 calendar. It is scheduled to run in Spring 2024 as planned.

Actions Required to Achieve this Goal	Led by	Start on (M/YY)	Complete By (M/YY)	Progress to date/Reasons for Lack of Progress
Hold discussions with our faculty theory experts and upper-level instructors in the department to consider the goals of the theory requirement in our Major Program, consider its currency in the context of other degrees across the discipline, and decide how to modify the theory requirement. This will be done after the aforementioned curriculum mapping and in alignment with ministry approved attributes.	Chair/ Upper Levels Committee/ ENGL Curriculum Committee	09/23	09/24	In process. Discussions are underway. Small group feedback sessions will take place in Fall 2023 and Spring 2024.
Consult upon a change from specific historical requirements at 2000-level to the new skills and methods course for Majors. This will move students towards the program-level learning outcomes, while still offering them flexibility and choice among the historical periods in our field.	Chair/ Upper Levels/ ENGL Curriculum Committee	09/23	09/24	In process. Initial presentation and discussion at the September 2023 department meeting. Discussions/ consultations have begun.
Institute a new, more flexible set of requirements for Majors. While this work ostensibly starts in 2023; it requires many of the steps here to happen first.	Chair/ ENGL Curriculum Committee	09/23	09/25	In process. We have done a number of sub-tasks to move towards this goal. Program Review has a draft program for faculty to consult upon. The workflow and detailed timeline for this particular item are complete. We are on track.

GOAL 4: 4th-year experience/ renew experiential opportunities

Actions Required to Achieve this Goal	Led by	Start on (M/YY)	Complete By (M/YY)	Progress to date/Reasons for Lack of Progress
Establish Experiential Learning Working Group (ELWG) as a subcommittee of Curriculum Committee to explore options and generate ideas for what we want 4th year to accomplish.		09/23	09/24	Complete ahead of schedule. We have created an Ad Hoc 4th Fourth Year sub-cCommittee as a sub-committee of curriculum. We felt that a group looking

Actions Required to Achieve this Goal	Led by	Start on (M/YY)	Complete By (M/YY)	Progress to date/Reasons for Lack of Progress
This may include coordinating work experience with the Learning Centre, the English Writing Labs, or the university library.	4th-year Ad Hoc Sub-Committee~~ELWG~~			at the entirety of fourth year, including experiential, was a better way forward.
Revisit ENGL 4300 and 4400, and possibly develop a new ENGL 4xxx capstone course.	ENGL Curriculum Committee	09/23	09/24	In process. See above. The group has identified several clear goals including three main categories for new and revised fourth-year courses: experiential, seminar, and pedagogical. The work to revise our fourth-year is underway.
Consult with Upper Levels Committee to gauge interest in, and feasibility of, an Honours program. If there is support, strike a committee to discuss potential models, working in tandem with the ELWG committee.	Chair/ Upper Levels Committee/ ~~ELWG~~4th-year committee	01/24	09/25~~5~~	Complete earlier than we expected. We had initially planned for this to take time to build consensus, but the department was immediately enthusiastic. We held a poll to gauge interest for this project and received unanimous support. Rather than striking a separate committee, we have simply integrated these discussions into our current plans. Several members of the "Ad Hoc Fourth-Year Sub-Committee" have ~~begun surveying~~surveyed honours programs across North America to gather ideas.
Create an Honours Program plan to complement our existing Major.	4th-year committee and Curriculum Committee	09/23	05/24	In process. This plan is in initial draft stages and will be part of consultations going forward.
Move the new Honours Program through governance along with our other program changes.	Chair	09/23	09/25	To be completed.

Actions Required to Achieve this Goal	Led by	Start on (M/YY)	Complete By (M/YY)	Progress to date/Reasons for Lack of Progress
Investigate possibility of co-op opportunities as part of the work of the ~~ELWG~~4th-year committee, consulting with appropriate institutional partners.	~~ELWG~~4th-year committee	09/23	09/25	Not yet complete. We are not yet ready to move to this step as we are still in development. However, we recently planned a visit to a department meeting by representatives for KPU's work-integrated learning initiatives.
Continue the English Department's involvement in ARTS 4800 which provides students with work experience within the existing curriculum and investigate whether to allow ARTS 4000-level courses to count towards our Major requirements.	Chair/Arts Practicum	underway	09/23	Complete. English faculty member Greg Chan is now chair of the ARTS4800 committee. In 2022-2023, this course was taught by our colleague Robert Pasquini, who also sits on the committee. In 2023-2024, it is being taught by Greg Chan. We have reached agreement at curriculum committee to integrate ARTS4800 into our revised options for fourth year, allowing students to take ARTS4800 as one of their requirements. This change will accompany the program revisions. We will also look at other Arts courses to see how they complement other parts of the program.

GOAL 5: Increase diversity within individual courses and across the program

Actions Required to Achieve this Goal	Led by	Start on (M/YY)	Complete By (M/YY)	Progress to date/Reasons for Lack of Progress
Create an ENGL Department Equity, Diversity, Inclusion, and Decolonization Committee (EDID-C) as part of the Department's committee structure.	Chair	01/23	05/23	Not yet complete because of shifting faculty needs. Two of our faculty who had planned to lead in this area (Jennifer Hardwick and Joakim Nilsson) were granted educational leaves. Dr. Nilsson's leave involves Equity Diversity Inclusion and Decolonization (EDID) training through courses at UBC. We have also had the task of onboarding five new NR-2 and regular faculty members who could become leaders in this area. We plan to have this committee started in the next year. We were perhaps a bit too ambitious here. ~~2023–2024.~~
Organize workshops, talks, and PD activities on inclusive, anti-racist, and decolonial pedagogies and research practices.	EDID Committee/ Upper Levels	05/23	12/23	First cycle complete. Our PD committee is planning to consult with ~~invite~~ Trina Prince to offer our department the reimagining gender workshop and to invite one of our Arts Indigenous liaisons to offer us a PD session as we begin to revise our curriculum. At our May 2023 retreat, we had a talk by Dr. Jane Eaton from UCalgary on inclusive and equitable strategies in dealing with academic integrity issues. Our World Literature class is hosting two guest speakers ~~Apart from the~~ who will speak to the students about their literary works ~~guest speakers that we~~

Actions Required to Achieve this Goal	Led by	Start on (M/YY)	Complete By (M/YY)	Progress to date/Reasons for Lack of Progress
				~~will host as a part of World Literature (see above)~~; the first, Singaporean-Canadian scholar-poet Joanne Leow, visited ENGL2305 on Oct. 16, 2023 and spoke about her poetry collection *Seas Move Away*.~~,~~ ~~O~~our department also hosted Indigenous scholar Niigaan Sinclair on September 20, 2023 in ENGL2301 (Canadian Literature). We are co-hosting (with Fiona Whittington-Walsh and her Barber grant team) Indigenous poet and activist Smokii Sumac in November 2023. As mentioned above, Asma Sayed's conference on the Indian Ocean (Oct. 24-25, 2023) will be a major event that brings postcolonial frameworks to the fore. Students and faculty are volunteering throughout the conference.
Audit current courses for: 1) Representation of historically excluded/underrepresented groups and 2) Pedagogical approaches that uphold and support different ways of knowing. Note gaps.	ENGL Curriculum Committee	01/23	09/23	In process. This step was not completed by the date noted because it's not quite achievable in the way we envisioned. We faced a similar problem here as we did with curriculum mapping. At the time that this document was written, we were unaware of the full state of our course outlines. Once we audited the outlines, we found that our course outlines need a fair amount of updating almost across the

Actions Required to Achieve this Goal	Led by	Start on (M/YY)	Complete By (M/YY)	Progress to date/Reasons for Lack of Progress
				board as many courses have the same Course Learning Outcomes, activities, and assessments. Therefore, it is nearly impossible to successfully note gaps as the outlines use similar vague language that doesn't fully express the expertise that our faculty are bringing into their classrooms. The goals in this step will instead become a lens through which we revisit all of our curricular revisions. We will draw upon experts in a number of sub-disciplines. We are also addressing gaps with new hiring, newly revised Program Learning Outcomes, workshops, guest speakers, and curricular development (as noted elsewhere in this review). ~~This is underway as a part of our larger curricular revisions/ development.~~
Bring together faculty field experts in to re-imagine courses and discuss capacity in underrepresented specialities. Possibilities include courses in Post-Colonial Literature, Eco-Criticism, voices of the Global South, LGBTQ+ Literatures, etc.	ENGL Curriculum Committee/ area experts	05/23	09/24	In process. In 2023, we consulted with Ed Planning and with our experts in ~~W~~world ~~L~~literatures to ask for their input on where we have gaps in our program. This feedback informed our hiring priorities for 2023-2024 and will in 2024-2025~~(see above)~~. We look forward to further work on this front as we revise our curriculum. As mentioned above, we have made headway by creating ENGL2305 World

Actions Required to Achieve this Goal	Led by	Start on (M/YY)	Complete By (M/YY)	Progress to date/Reasons for Lack of Progress
				Literature to address a gap at the second year. This course has an explicit focus on postcolonialism and representation and includes writers (guest speakers) who share their knowledge directly with the students. We have recently hired an NR2 faculty member whose expertise focuses on African literatures and Petro cultures, Philip Aghoghovwia whose professional experiences in South Africa and Nigeria will offers a welcome pedagogical perspective on the decolonization of our pedagogical practices. Philip will take part in discussions about curricular revisions. We have also hired a new NR-2, Taylor Green (Morphett) whose research focuses on colonialism and the development of writing instruction in Canada. Taylor will offer the department a workshop in Spring semester to share her research. We have had some initial discussions with Associate Deans about the possibilities around cross-appointment from INDG. Many of our faculty engage in Equity, Diversity, Inclusion, and Decolonization activities inside and outside of the classroom

Actions Required to Achieve this Goal	Led by	Start on (M/YY)	Complete By (M/YY)	Progress to date/Reasons for Lack of Progress
Develop and redesign courses to fill gaps based on current faculty member's expertise; provide a list of gaps that the Department does not have expertise in to Search, keeping EDID at the forefront of the process.	ENGL Curriculum Committee/ area experts/ Search	01/23	09/24	This process is underway. However, Program Review and curriculum committees have reached a tentative agreement that we will add a new category to our program requirements. Students will choose from among a group of courses that focus on contemporary issues.
Continue to identify and pursue hiring priorities that expand instructor expertise in literatures from historically excluded groups.	Search/ Ed Planning/ Chair	01/2021	09/23	Complete. Working with the Dean of Arts' office, we posted regular and NR2 positions in Summer 2023. Before crafting the posting, the chair met with Educational Planning and Curriculum committees as well as a group of our disciplinary experts in World Literatures to work on how to craft our posting to draw candidates that would expand our expertise in literatures from historically excluded groups. We were lucky enough to hire Dr. Unita Adhifard, whose specialty is 18th and 19th century travel narratives and cultural exchange between the west and east, as regular faculty. We also hired Dr. Aghoghowvia and Dr. Green Morphett (see above) as NR2s. This will be an ongoing priority in our department.

GOAL 6: Improve outreach to students

Action(s) Required to Achieve this Goal	Led by	Start on (M/YY)	Complete By (M/YY)	Progress to date/Reasons for Lack of Progress
Re-examine existing processes in the Department Committee Handbook. Identify a faculty member responsible for working with the DA to ensure that the department's website is up to date. This responsibility should be built into Public Relations Committee (PR).	Chair/ Public Relations (PR) Committee	09/22	01/23	Complete. In Fall 2022, the chair of our Public Relations committee and our DA worked out a system of sharing information to ensure that we have lively and up-to-date course offering information. We are also taking the opportunity to invite all committees to revise committee mandates to make sure that our processes are clear and handed from one committee chair to the next. We have already passed several such changes, and more are on the horizon for the October and December 2023 department meetings.
Continue to ensure that a member of PR is responsible for posting important information and for connecting with the Arts Coordinator of Communications and Public Events.		09/22	10/22	Complete. We currently have a new campaign centred on our newly revised Minor.
Task Public Relations Committee (PR) with compiling links to important online information sources such as the BCCAT transfer guide, the SFU and UBC teacher training programs, MLIS programs, etc., for inclusion on the English department website in a careers page.	Chair/ Public Relations (PR) CommitteeR	01/23	01/23	Complete. We have met with Arts Academic Aadvising, attended the 2022 recent education forum, made contacts with UBC and SFU Education programs, and begun discussions about how to better communicate with our students about how they can prepare to enter education programs from a Minor or Major in English. We have not yet created the web site. Instead, we focused on a web site that showcases our new Minor.

Action(s) Required to Achieve this Goal	Led by	Start on (M/YY)	Complete By (M/YY)	Progress to date/Reasons for Lack of Progress
In consultation with advising, create a one-page document that advises students who wish to apply to post-graduate Education programs with English as a post-secondary teachable.	Chair/ Public Relations (PR) Committee	10/22	01/23	Consultation complete. Advising already has such handouts. We will, however, work towards making more boutique versions for our web site.
Consult with KPU OREG about including information below calendar course descriptions to guide students.	Chair/ENGL Curriculum Committee	09/22	09/22	Consultation complete. We will do so in ~~future~~ course descriptions as we revise our courses.

GOAL 7: Identify and implement discipline-specific learning supports for Majors and Minors; encourage related PD opportunities among upper-level instructors

Actions Required to Achieve this Goal	Led by	Start on (M/YY)	Complete By (M/YY)	Progress to date/Reasons for Lack of Progress
Hold regular PD sessions with the library liaisons to keep faculty up to date and encourage them in making use of existing resources as well as to encourage new faculty to make use of librarian-led sessions.	Library Committee/ Professional Development (PD) Committee	08/22	08/22 first meeting; ongoing	Complete. The Library Committee worked with our PD Committee to put on two "brown bag" sessions in 2022-2023 with librarians. We will have more going forward.
Task Library Committee with regular communication with upper-level instructors about the development of library resources.	Library Committee	09/22	01/23	Complete. One of the sessions named above focused on this task. Our library committee sends updated information about developing resources regularly and will continue to do so. This information includes updates about the budget available to order library resources.

Actions Required to Achieve this Goal	Led by	Start on (M/YY)	Complete By (M/YY)	Progress to date/Reasons for Lack of Progress
Encourage English Research Committee (sub-committee of Upper Levels) to hold PD sessions to connect students with research and resources.	Research Committee/ Library Committee	09/22	11/23	Complete. In Fall 2023, English Research Committee held two events. One was a round table on faculty research geared towards students. The other was a forum for students interested in applying to post-bacc programs (MAs in English, Library Sciences, Education), which included alumni. We wish to expand on both of these in 2023-2024. The next session is scheduled for November 8, 2023.
Complete an OER handbook for English students that faculty can adapt at need.	Chair	09/21	05/23	This project is one being completed by department chair, Heather Cyr, who was simply delayed by ~~This project has been delayed by~~ other department business and opportunities. ~~Will complete for Fall 2024~~ She will aim to complete this project in her PD semester in Summer 2024.
Working with the Teaching and Learning Commons, the Upper Levels committee, and the DH Committee, arrange workshops on current assessment methods that encourage student collaboration, creative responses to assigned texts, and expression through media beyond the traditional academic essay.	Upper Levels/ Digitial Humanities (DH) Committee	09/23	09/24	In process. Our DH (Digital Humanities) committee did hold one such session in 2023, showcasing DH tools that allow for creative assignment design. They have also worked with the Professional Development (PD) Committee to offer several sessions on ChatGPT. These sessions focused on academic integrity but they also focused on creative

Actions Required to Achieve this Goal	Led by	Start on (M/YY)	Complete By (M/YY)	Progress to date/Reasons for Lack of Progress
				assessment methods and reflective learning. This is ongoing. ~~Not yet started.~~

GOAL 8: Improve connections to KPU units, community, and alumni

Action(s) Required to Achieve this Goal	Led by	Start on (M/YY)	Complete By (M/YY)	Progress to date/Reasons for Lack of Progress
Ties with other disciplines in Arts and the university already exist and can be developed further by continuing work on the Interdisciplinary Film Minor.	Chair/ Chair of Film	09/21	09/23	Delayed. This interdisciplinary group is being led by the dean's office. The committee has not met since Fall 2022. While an English faculty member created a feasibility study and gathered feedback, they were not given the go ahead. The dean's office has indicated they are consulting with Entertainment Arts (ENTA). ~~(outside of our control).~~
Individual English faculty regularly work with faculty from other disciplines. To encourage more faculty to take part in interdisciplinary projects, the department will use the department service chart to track and make public these projects and to make those projects clear at department meetings.	Chair	09/22	09/23 ~~first cycle~~	Complete for first cycle. We ~~are currently completing our~~have completed an initial 2023-2024 chart to track faculty service obligations internal and external to the department. Several English faculty members have also been involved in a team who successfully won a Barber grant to do community work.

Action(s) Required to Achieve this Goal	Led by	Start on (M/YY)	Complete By (M/YY)	Progress to date/Reasons for Lack of Progress
~~Respond when Arts is prepared for PAC development (Arts has put a hold on the process of creating PACs; therefore, we will wait until Arts has developed protocols and respond at that time).~~ The English department should request support from the Dean of Arts for a time release to facilitate the establishment of the PAC. More resources to support the creation of PACs are coming from Arts. ~~when Arts signals its intention to support this process.~~	Chair	Spring 2023	Fall 2023	Not yet complete. We had incorrect information that PACs were paused. We have received news that we can have some administrative support and understand a new resource is forthcoming. We have reported to Arts, and will follow up on the additional resource coming available later in Fall semester. The chair~~Heather~~ will also touch base with Shelley about being paired with another chair who has recently created a PAC.
Explore how other departments maintain connections with alumni, and create an alumni page on the web site.	Chair/ Public Relations (PR) Committee	09/22	09/23	Not yet complete but tasked to PR Committee. We will look to work on an alumni page before next year's update.

GOAL 9: Address space issues

Action(s) Required to Achieve this Goal	Led by	Start on (M/YY)	Complete By (M/YY)	Progress to date/Reasons for Lack of Progress
Based on comparisons to other departments with a designated common area, lobby the Dean of Arts for access to such a space by highlighting the benefits to current and future English Majors and Minors.	Chair	09/22	12/22	Lobbying complete. We have, on several occasions, asked for this space in the appropriate venues. We have recently lost space and added faculty, making this issue more pressing.

				During ~~mid-year~~capital budget asks in Summer 2023, we officially asked for a refresh of the Arts Hotel office. If this space could be made more usable, it would help. However, we remain the only one of the large Arts departments to be without a meeting space.
Emphasizing the growing role of student mental health issues during interactions between students and faculty, and the considerable number of students enrolled in English classes (esp. ENGL 1100) the English Department should highlight to the Dean of Arts the need for student privacy in a flex space on Surrey campus.	Chair	09/22	12/22	Complete. We have advocated for more space on several occasions.~~.~~
Complete a review of space, workstations, and faculty numbers on each campus given the English Department's growing number of faculty and projections for growth.	Chair	09/22	12/22	Complete. We have completed such a review and determined that English has the least space of the large departments in Arts, despite being the largest department. We are also the only large department without a social space for students and faculty. In 2023, we had 3.5 offices removed from our space allotment.

SENATE STANDING COMMITTEE ON PROGRAM REVIEW

Agenda Number: *5.3*
Meeting Date: *October 25, 2023*
Presenter(s): Nancy Norman, Melinda Bige, Shelley Boyd

AGENDA TITLE: EDUCATION ASSISTANT PROGRAM FIRST ANNUAL FOLLOW-UP REPORT

ACTION REQUESTED: Motion

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

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

COMMITTEE REPORT

For Secretariat Use Only

Attachments

Education Assistant Program First Annual Follow-Up Report

Submitted by

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

Date submitted

October 6, 2023

Education Assistant Program First Annual Follow-Up Report

Date Self-Study Report approved by SSCPR: May 19, 2021

Date of External Review Site Visit: November 25 & 26, 2021

Date Quality Assurance Plan approved by SSCPR: October 19, 2022

Date First Annual Follow-Up Report submitted: October 5, 2023

FIRST PROGRESS REPORT

MONTH/YEAR WHEN THE FIVE-YEAR ACTION PLAN BEGINS: September 2022

STRATEGY 1: Complete an in-depth curriculum review.

GOAL(S) THIS STRATEGY SUPPORTS: Goal 2: Engage in an In-depth Curriculum Review, Goal 4: Expand and Connect Indigenous Understandings and Ways of Knowing into EDAS Curriculum

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
Review all course outlines and revise for currency in topics covered and Indigenous content	EDAS Faculty	09/22	06/24	Will be completed 2023-2024
Explore increasing course credit value for EDAS 1225 from 1.5 to 3.0 credits	EDAS Faculty	09/22	06/24	Will be completed 2023-2024

STRATEGY 2: Review EDAS grading procedures.

GOAL(S) THIS STRATEGY SUPPORTS: Goal 1: Develop an EDAS Mission/Values Statement and Guiding Program Structure to be included in an EDAS Program Handbook, Goal 2: Engage in an In-depth Curriculum Review

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
Meet with Teaching and Learning to review and develop assignment rubrics	EDAS Faculty	9/22	06/23	Completed June 2023
Develop a rationale document to support excellent grades	EDAS Faculty	9/22	06/23	Will be completed by June 2023
Explore P/F competency-based grading across the program, which includes connecting with the Human Services Articulation group, and other specific programs throughout BC to explore transfer implications on transfer credit and the possibility of block credit transfer.	EDAS Faculty	9/22	06/24	Will be completed by June 2023

STRATEGY 3: Update EDAS student information/handbook/policies and procedures/student success/admissions/orientation/practicum process.

GOAL(S) THIS STRATEGY SUPPORTS: Goal 1: Develop an EDAS Mission/Values Statement and Guiding Program Structure to be included in an EDAS Program Handbook

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
Explore with the Dean's office the possibility of hiring someone or providing time release to write a student information handbook.	EDAS Faculty, Chair	09/22	09/24	Will be addressed through release time for practicum coordination Spring 2024
Update vision and mission statements and program goals.	EDAS Faculty	06/22	07/23	Will completed by June 2024
Establish additional office hours or monthly check-in meetings (at the program level) with students to provide an opportunity for students to hear about and explore EDAS procedures which sometimes are overlooked. This is in addition to office hours provided within courses.	EDAS Faculty, Chair	09/22	Ongoing	Will be established 2023-2024

Education Assistant Program First Annual Follow-Up Report

STRATEGY 4: Networking with Districts, alumni (social media), Teaching and Learning Commons, Indigenous elders, and faculty. Keeping EDAS responsive to the larger educational and cultural community, to maintain connections and currency in needs and expectations of workplace (schools) and local community at large.

GOAL(S) THIS STRATEGY SUPPORTS: Goal 2: Engage in an In-depth Curriculum Review, Goal 3: Establish EDAS Networking Presence, Goal 4: Expand and Connect Indigenous Understandings and Ways of Knowing into EDAS Curriculum

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
Provide a range of in-service opportunities to local schools/school districts targeting practicing education assistants.	EDAS Faculty	09/22	09/25	Not a realistic step given the small EDAS faculty
Activate Program Advisory Committee with members drawn from selected school based and school board office personnel as well as representatives of alumni and Indigenous educational leaders.	EDAS Faculty	09/22	6/26	Completed June 2023
Initiate online networking with EDAS alumni	EDAS Faculty	09/22	6/26	Completed May 2023 and will continue each May
Initiate meeting with the Deans office to discuss the current EDAS completion and transferability from other programs and the potential impact on EDAS enrollment numbers	EDAS Chair	01/23	08/24	Will be completed 2023-2024

STRATEGY 5: Review Admissions Procedures

GOAL(S) THIS STRATEGY SUPPORTS: Goal 5: Review Admissions Processes

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
Review current admission requirements to ensure compliance to current practices within the field and post- secondary institutions	EDAS Faculty	09/22	06/23	Completed September 2023. New admissions requirements in place for 2024 intake.

PROGRAM UNDER REVIEW: Education Assistant Program

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: It appears that the EDAS faculty undertook a considerable set of tasks of which some have been already completed and for a few the completion dates have been pushed forward. Several minor points require clarification but, in my opinion, the report shows progress and I recommend its approval.

Reviewer #2: The EDAS follow up report indicates several steps have been met but several others lack information on progress or reasons for delay.

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

☐ Recommend for approval by the SSCPR as is

☒ Reviewer #1, #2 & #3: 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 <u>ONLY</u> 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
Strategy 1	Missing information on progress	
Page 2, Strategy 2: The second and third action items state that they "will be completed by June 2023". Does this imply they're completed, or that they're overdue?	Clarify dates	
Page # 2: Strategy 2: listed progress dates do not make sense: June 2023 has already passed.	Please, review and revise the dates.	
Page 2, Strategy 3: "Update vision, mission statements and program goals" were to be completed by July 2023.	Please, provide a short explanation for the 12-month delay. (and add the word "be" after will)	
Page 2, Strategy 3: I would appreciate additional information about progress to-date on steps 2 and 3	Expand description of progress	
Strategy 2 steps 2&3	Both indicate "will be completed" in June 2023.	

Issue (page #)	Suggested Action	Program's Response
Strategy 3 step 2	No reason for lack of progress provided	
Strategy 3 step 3	Complete by date is "ongoing"	
Page 3, Strategy 4: on page 12 of the QAP, the step: "Provide a range of in-service opportunities to local schools/school districts targeting practicing education Assistants" was approved with the completion date of Sep. 2025.	Please, provide a rationale why this approach is "not realistic given the small EDAS faculty".	

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 #)
Strategy 3 Step 2 Progress to date "Will completed by June 2024"

SENATE STANDING COMMITTEE ON PROGRAM REVIEW

Agenda Number: *7.1*
Meeting Date: *October 25, 2023*
Presenter(s): Melike Kinik-Dicleli

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

ACTION REQUESTED: Information

RECOMMENDED RESOLUTION: N/A

COMMITTEE REPORT

For Secretariat Use Only

Context and Background

There are 36 programs (or cluster of related programs) that are at various stages in the program review process.

Phases	Number of programs
Self-Study	11
External Review	3
Quality Assurance Plan Development	1
Annual Follow-Up Reporting	21
Total	36

Attachments

Manager's Report_Status of Program Reviews_Details for October 2023 SSCPR Meeting

Submitted by

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

Date submitted

October 6, 2023

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 was due in **May 2023**. The program has until September 26 to submit their report.
Arts	Anthropology	Sep-18	Admin Data: Feb-19 Survey Data: Feb-19	Apr-21	Oct 18/19, 2021	Nov-21	Jun-22	Jun-23		Second annual follow-up is due in **June 2024**.
Arts	Asian Studies	Oct-22	Admin Data: April-23 Survey Data: April-23	Sep-23						External review site visit planning is underway.
Arts	Criminology	Jan-2019 re-start: Oct-22	Admin Data: Feb-19 Revised Admin Data: Feb-20 Survey Data: May-20 Survey&Admin Data: Jun-23							Self-Study Report was due in **July 2023**.
Arts	Creative Writing	May-21	Admin Data: Nov-21 Survey Data: Nov-21	Sep-22	Jan 18/20, 2023	Feb-22	Sep-23			First annual follow-up is due in **September 2024**.
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 in.
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 a third time in **November 2023**.
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 in.
Arts	Fine Arts	Dec-23	Survey Data: May-23 Admin Data: May-23							Self-Study Report was due in **September 2023**. The program is given one-month extension.
Arts	History	Dec-18	Admin Data: Feb-19 Survey Data: March-20	Feb-21	June 17/18, 2021	Jul-21	Jan-22	Jan-23		SSCPR asked program to report on their progress a second time in **January 2024**.
Arst	Geography	Feb-22	Admin Data: Dec-22 Survey Data: Dec-22	Jun-23						External review site visit is likely to be on November 2, 2023.
Arts	Journalism	Dec-22	Survey Data: May-23 Admin Data: Jun-23	Sep-23						External review site visit planning is underway.
Arts	Language & Culture	Dec-21	Admin Data: May-22 Survey Data: May-22	Nov-22	Mar 8 & 9, 2023	Apr-23	Sep-23			First annual follow-up report is due in **September 2024**.
Arts	NGOs and Nonprofit Studies	Jan-23	Survey Data: Jun-23 Admin Data: Sep-23							Self-Study Report is due in **January 2024**.
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	May-23	Third annual follow-up is due in **May 2024.**
Arts	Political Science	Dec-19	Admin Data: Dec-19 Survey Data: June-20	Apr-22	Nov 7/9, 2022	Dec-22	Jun-23			First annual follow-up is due in **June 2024**.
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	Mar-23		SSCPR asked program to report on their progress a second time in **April 2024**.
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 a third time in **November 2024**.
Business	Economics	Oct-22	Survey Data: Jun-23 Admin Data: Jun-23							Self-Study Report is due in December **2023.**
Business	Global Business Management	May-23								
Business	Green Business Management and Sustainability	May-23								
Business	Marketing	Sep-23								

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	Operations and Supply Chain Management	Jun-23								
Business	Technical Management and Services	Sep-22	Admin Data: April-23 Survey Data: April-23							Self-Study Report was due in **September 2023**.
Design	Fashion Design & Technology	Sep-20	Admin Data: Feb-21 Survey Data: Mar-21	Jun-21	Sep 28/29, 2021	Oct-21	May-22	May-23		SSCPR asked program to report on their progress a second time in **May 2024**.
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	Feb-23		SSCPR asked program to report on their progress a second time in **February 2024**.
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	Mar-23	SSCPR asked program to report on their progress a third time in **April 2024.**
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 a second time in **November 2023**.
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	Mar-23	SSCPR asked program to report to report on their progress a third time in **March 2024.**
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	Feb-22	SSCPR asked program to report to report on their progress a third time in **February 2024.**
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 **October 2023**.
Science	Brewing and Brewery Operations	Nov-21	Admin Data: May-22 Survey Data: May-22	Sep-22	Mar 14 & 16, 2023	Apr-23				Quality Assurance Plan is in**.**
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 Plant Health credential is part of the Horticulture Technology program review.
Science	Horticulture Technology Diploma/BHS Plant Health	Nov-21	Survey Data Hort Tech: Mar-23 Survey Data Plant Health: Admin Data: Sep-23							This review is expanded to include the BHS Plant Health credential. Launched student and alumni surveys.
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	Mar-23		SSCPR asked program to report on their progress a second time in **March 2024**.
Science	Physics for Modern Technology	May-21	Admin Data: Nov-21 Survey data: Feb-22	Jun-22	Nov 30/Dec 1, 22	Jan-23	Sep-23			First annual follow-up report is due in **September 2024**.

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	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 **November 2023.**