

## SENATE STANDING COMMITTEE ON PROGRAM REVIEW

### MINUTES OF REGULAR MEETING

Wednesday, November 24, 2021

3:00 p.m. – 5:00 p.m.

MS Teams Online

Voting Member Quorum 8 members		
Xavier Ardez Shelley Boyd Aimee Begalka David Burns Lori McElroy Dr. Leeann Waddington Julia Denker Heather Cyr	Melissa Swanink Marti Alger Lindsay Norris Allison Richardson Fergal Callaghan Tomasz Gradowski Nishan Perera	
		<b>Non-voting</b>
		Amy Jeon – Chair Steve Cardwell Melike Kinik-Dicleli
<b>Regrets</b>	<b>Senate Office</b>	<b>Guests</b>
Stephen Yezerinac Diane Purvey Courtney Verhage	Meredith Laird	Amanda Bickell Andhra Goundrey Billeh Nickerson Robert Dearle Marla McMullen Lesley McCannell Lindsay Norris

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

The Chair opened the meeting with a Territorial Acknowledgement and called the meeting to order at 3:01 p.m.

#### 2. Approval of Agenda

Julia Denker moved the agenda be confirmed as presented.

The motion carried.

#### 3. Approval of Minutes October 20, 2021

Melissa Swanink moved the minutes be accepted as circulated.

The motion carried.

David Burns moved THAT the minutes record the attendance of Dr. Leeann Waddington, in recognition of her successful thesis defense today.

Dr. Waddington accepted the congratulations of the committee.

The motion carried.

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

Amy Jeon, Chair, Senate Standing Committee on Program Review informed the members this would be Heather Cyr's last meeting as a member of the committee and thanked her for her contributions.

#### **5. New Business**

##### **5.1 Fashion and Technology External Review Report**

The Chair shared that the external review report was for information of the committee.

**Julia Denker moved THAT the Senate Standing Committee on Program Review accept the Fashion and Technology External Review Report as attached.**

**The motion carried.**

##### **5.2 Entrepreneurial Leadership Second Annual Follow-Up Report**

The Chair described the changes completed in this report and invited comments from the committee.

**Nishan Perera moved THAT the Senate Standing Committee on Program Review accept the Entrepreneurial Leadership Second Annual Follow-Up Report as attached.**

**The motion carried.**

##### **5.3 Human Resources Management Second Annual Follow-Up Report**

The Chair described the comments of the reviewers. Marla McMullen and Lesley McCannell accepted the congratulations of the committee.

**Nishan Perera moved THAT the Senate Standing Committee on Program Review accept the Human Resources Management Second Annual Follow-Up Report as attached.**

**The motion carried.**

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

**The motion carried.**

##### **5.4 Graphic Design for Marketing Second Annual Follow-Up Report**

The Chair noted that all reviewers accepted the report "as is". Carley Hodgkinson described the program's relationship with K-12 teachers and shared that elementary teachers will be able to launch workshops in summer, 2022. The committee commented on what the program was able to accomplish despite the pandemic and asked about plans for rolling out other items with secondary schools in the upcoming year. Carley Hodgkinson described the work being undertaken to broaden articulation agreements and to further define student work relationships with external partners, as well as how the Program is exploring opportunities with the Foundations in Design (FIND) program.

**Lindsay Norris moved THAT the Senate Standing Committee on Program Review accept the Graphic Design for Marketing Second Annual Follow-Up Report as attached.**

**The motion carried.**

### **5.5 Product Design Quality Assurance Plan**

The Chair summarized the comments of the reviewers and highlighted the local and global recognition received by the program through a number of significant awards. The committee discussed whether plans to address long-term goals, such as the development of a Co-op program and special topics courses should be included in the Quality Assurance Report and how to stage and record actions taken to advance multi-year plans between program reviews. The committee discussed how the program might identify industry liaisons as well as how to create a repository of exemplars so they might be accessible.

*Action:* the committee requested additional Co-op and combined marketing information be added to the report, and to change some of the timelines to record the stepping stones the program will take to advance the longer-term items so that progress on the intervening steps may be reported.

**Julia Denker moved THAT the Senate Standing Committee on Program Review accept the Product Design Program Quality Assurance Plan with the suggested revisions.**

**The motion carried.**

### **5.6 English Self-Study Report**

The Chair summarized the reviewers' comments and reviewed the comments and the proponents' response in each of the chapters of the report. Robert Dearle, Billeh Nickerson, and Heather Cyr answered questions from the committee about the revised learning outcomes, digital literacy and the move to including visual text and film within courses in the program. Lori McElroy offered that a template for the creation of a curriculum map is now available should the proponents wish to use it, although their review began before this was available.

*Action:* The committee requested that the proponents update the headings for recommendations in the final chapter.

**Melissa Swanink moved THAT the Senate Standing Committee on Program Review accept the English Self-Study Report with the suggested revisions.**

**The motion carried.**

## **6. New Business**

### **6.1. Election of Senate Standing Committee Vice-Chair**

Amy Jeon, Chair, explained the process for the election of the Committee Vice-Chair and called for nominations from the floor.

First call: David Burns and Leeann Waddington nominated Nishan Perera. Nishan Perera accepted the nomination.

Second call: Lori McElroy nominated Fergal Callaghan. Fergal Callaghan accepted the nomination.

Third call: no nominations.

Amy Jeon announced that there would be an election by ballot and asked members to submit their vote to the Senate Office email address.

Election Teller's report:

Number of votes cast: 16

Fergal Callaghan: 9

Nishan Perera: 7

The Chair announced Fergal Callaghan winner of the election for Vice-Chair, Senate Standing Committee on Program Review, with a term from December 1, 2021 to August 31, 2024. Fergal Callaghan thanked Nishan Perera for his candidacy and accepted the congratulations of the committee.

## **7. Manager's Report**

The committee received the written report.

## **8. Adjournment**

The meeting adjourned at 4:18 p.m.