

SENATE STANDING COMMITTEE ON PROGRAM REVIEW

Minutes of Regular Meeting
Wednesday, October 19, 2022
2:00 p.m. – 4:00 p.m.
MS Teams Online

Voting Member Quorum: 8		
Aimee Begalka Cherylynn Bassani Craig Wright David Burns Fergal Callaghan, Vice-Chair Jeff Dyck Jianying (Jennifer) Gao Julia Denker	Lori McElroy Lindsay Norris Marti Alger Melissa Swanink	
		Non-voting
		Amy Jeon, Chair Gayle Bedard Melike Kinik-Dicleli
Regrets	Senate Office	Guests
Alan Davis Courtney Verhage Laura McDonald Nishan Perera Rajmale Kaur Tomasz Gradowski	Sonia Banwait Michelle Molnar	Brett Favaro Greg Millard Heather Cyr Josephine Chan Layne Myhre Shelley Boyd Victoria Johnston-Hatch

1. Call to Order

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

2. Approval of Agenda

Julia Denker moved the agenda be confirmed as circulated.

The motion carried.

3. Approval of Minutes, September 21, 2022

Melissa Swanink moved the minutes be accepted as circulated.

The motion carried.

4. Chair's Report

The Chair highlighted that kick off meetings took place in September and October for Technical Management and Services, Asian Studies, Economics and Criminology programs. The Chair emphasized the importance of this committee's role in reviewing the Quality Assurance Plan and encouraged the members to raise any questions or concerns during today's meeting to address potential issues early.

5. New Business

5.1. Biology Quality Assurance Plan

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

The Chair advised that the title of "the Office of Teaching and Learning" will be replaced with the proper name of "Teaching and Learning Commons" throughout the document by the Office of Planning and Accountability.

The Chair and committee discussed the helpfulness of having proponent's responses to suggested edits included in the reviewer's comment report. It was suggested that it become a standard approach to add a column for proponent responses.

Marti Alger moved THAT the Senate Standing Committee on Program Review accept the Biology Quality Assurance Plan as attached

The motion carried.

5.2. English Quality Assurance Plan

The Chair summarized the reviewer's comments and informed that revisions were made to the suggested edits and the program addressed majority of the comments. Heather Cyr and Shelley Boyd were present to answer questions.

Action items:

Page 75: two completion dates for engage in curriculum mapping, remove "09/23".

Page 85: goal 6 last action item missing completion date, add "09/22".

Page 89: PAC development start and completion dates marked as "unknown", replace "unknown" by adding "Spring 2023" as starting date and "09/23" as completion date.

Julia Denker moved THAT the Senate Standing Committee on Program Review accept the English Quality Assurance Plan with revisions as noted.

The motion carried.

5.3. Education Assistant Quality Assurance Plan

The Chair summarized the reviewer's comments and advised revisions were made to some suggestions, however not all suggestions were addressed. Reviewers noted that there were a couple of items that may be within the program's purview, despite the program stating that it is outside. Victoria Johnston-Hatch and Shelley Boyd were present to answer questions.

Victoria Johnston-Hatch stated that the program is actively engaged in conversations regarding plans to increase admissions, course progression pathway, ways to incorporate indigenous content, and grading procedures. The program will start conversations with the Dean's office to address completion through transferability and update the committee with their progress on the annual follow-up report.

Action items:

Page 9: revise section on adding course content.

Page 13: include information regarding initial conversation with the Dean's office to address completion through transferability

Goal 5, page 124: revise wording of proposed action.

Page 1: replace part-time "cohort" with part-time "program".

Page 1: provide clarification on language for "year one" and "year two".

Page 3: replace the word "due" with a better-suited word

Proponent to submit revised version to the Chair for review.

Marti Alger moved THAT the Senate Standing Committee on Program Review accept the EDAS Quality Assurance Plan with revisions as noted.

The motion carried.

6. Items for discussion

6.1. AC9 Skills and Outcomes Policy and Procedures – Draft

David Burns, Associate Vice-President, Academic, provided a brief overview of the consultation pertaining to AC9 *Skills and Outcomes* policy and procedure and advised the proposed changes including allowing for clarification, application and communication of skills identified by the Ministry of Advanced Education and Skills Training (MAEST) in all Senate-approved courses.

Josephine Chan, Special Assistant to the Provost on Policy and Academic Affairs, informed that phase one consultations have recently completed and will be posted to the blog for phase two in mid to late November.

7. Manager's Report for OPA

Melike Kinik-Dicleli, Manager, Quality Assurance presented her report. There are 7 programs undergoing self-study report stage, rather than 6 stated on the report.

8. Adjournment

The meeting adjourned at 3:09 p.m.