

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.

The motion carried.

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.

The motion carried.

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

The motion carried.

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.