

## **Final Assessment Report & Implementation Plan for the Cyclical Program Review of the Academic Programs in Classics**

In accordance with Queen's University Quality Assurance Processes (QUQAP), this final assessment report provides a synthesis of the external evaluation and the internal response and assessments of the graduate and undergraduate programs delivered by the Department of Classics. This report identifies the significant strengths of the program, together with opportunities for program improvement and enhancement, and it sets out and prioritizes the recommendations that have been selected for implementation.

The report includes an Implementation Plan that identifies who will be responsible for approving the recommendations set out in the Final Assessment Report; who will be responsible for providing any resources entailed by those recommendations; any changes in organization, policy or governance that will be necessary to meet the recommendations; who will be responsible for acting on those recommendations; and, timelines for acting on and monitoring the implementation of those recommendations.

### **Summary of the Cyclical Program Review of the Academic Programs in Classics**

The Department of Classics submitted a self-study to the Faculty of Arts & Science and the Office of the Provost and Vice-Principal (Academic) on August 17, 2012. The self-study presented the program descriptions and learning outcomes, an analytical assessment of the four programs, and program data including the data collected by the Office of Institutional Research and Planning and the School of Graduate Studies. Appended to the Self-Study were a number of documents including CVs for each member of the Department and the Library Report.

Three arm's-length external reviewers (Dr. Helena Fracchia, Professor and Director, University of Alberta School in Italy and Dr. Naomi Norman, Associate Professor and Head, University of Georgia) and one internal reviewer (Dr. Janice Helland, Professor and Head, Department of Art) were selected by the Deputy Provost in consultation with the Deans of Arts and Science and the School of Graduate Studies, from nominations submitted by the Department of Classics. The Review Team evaluated the self-study documentation and then conducted a site visit to Queen's on September 27 & 28, 2012. The site-visit included interviews with the Provost and Vice-Principal (Academic), Vice-Provost and Dean of the School of Graduate Studies, Dean of Arts & Science, Associate Deans in Arts & Science and the School of Graduate Studies, and meetings with undergraduate students, graduate students, librarians, cognate heads, staff and faculty.

In their report (October 2, 2012), the Review Team provided feedback that describes how the Classic programs meet the QUQAP evaluation criteria and are consistent with the University's mission and academic priorities. The Review Team noted that the Classics Department was respected and esteemed by faculty and students alike across the campus. The dedication of the faculty and the dedication of the students were commendable and the Department was praised for its congenial atmosphere.

The Review Team did report on a number of challenges including: no clear articulation of the Departmental vision and how it might intersect with or complement the Faculty of Arts and Science and the Queen's University Academic Plan; serious concerns about whether the faculty understands how to deliver a curriculum that fulfills the DLEs; the huge number of courses offered; and, the unsustainable student-teacher ratio, particularly in the 100-level and 200-level courses. The Review Team made a number of recommendations to guide the department.

The Head of the Department of Classics, after consultation with faculty and staff in the Unit, submitted a response to the Review Team Report (November 15, 2012). The Dean of the School of Graduate Studies (December 10, 2012) and the Associate Dean of Arts & Science (December 17, 2014) also submitted their responses to the Office of the Provost. Specific recommendations were discussed, and clarifications and corrections presented.

Subsequent to receipt of the Review Team Report and the internal responses from the Unit, the Associate Dean of Arts and Science and the Dean of the School of Graduate Studies, the Senate Cyclical Program Review Committee (SCPRC) dedicated three meetings (February 11, March 5 and April 29, 2013) to this particular discussion. In addition, to assist the SCPRC with this report, A. Foley (Head, Department of Classics), D. Griffith (Graduate Chair), M. Smida (Administrative Assistant) and G. Smith (Associate Dean, Arts and Science) attended the April 29<sup>th</sup> meeting to participate in a collegial and frank exchange with the members of the Senate Committee. During this meeting, the SCPRC received valuable feedback on the CPR process from the departmental perspective and will endeavour to use this information to help fine-tune the procedures as we move forward with other cyclical program reviews.

The SCPRC would like to recognize the following strengths:

- High quality of Faculty and Staff, including adjunct instructors;
- Outstanding contributions to service teaching;
- Positive contributions to the student learning experience, including the opportunities for experiential learning through two practicum courses (e.g. one in Italy and the other in Jordan);
- Participation in the blended-learning courses redesign initiative;
- High satisfaction of students taking courses in the Department of Classics;
- Interdisciplinary academic programs that provide opportunities to attract upper-year and graduate students from other disciplines (e.g. History, English, etc.).

The SCPRC would like to identify the following opportunities for enhancement:

- The Department of Classics is encouraged to forge stronger partnerships with cognate disciplines to foster interdisciplinary programming and effective use of resources. This repositioning would address a number of concerns, including the demographic profile and future leadership of the Unit. As the Review Team noted, this will also address "... acute staffing shortages, potentially foster innovative curriculum reform and position Classics in a wider and more positive context within the Faculty of Arts and Science";
- Consideration should be given to reducing/reconstituting or even eliminating the number of graduate fields. Under the Quality Assurance Framework, there

is no requirement to name fields of study in a graduate program. In light of the small size of the MA program and the challenges of ensuring a critical mass of faculty to support these individual fields, this realignment is seen as an opportunity to streamline the curriculum;

- The Department should consider the creation of a graduate committee that would monitor student progress and support the graduate coordinator as this governance structure is considered best practice regardless of the size of the Unit. Constituting a graduate committee would also assist Classics with achieving the institutional goal of reducing time to completion.

## **Summary of the Reviewer's Recommendations with the Department's and Dean's Responses**

### **Graduate Program**

1. The Review Team recommends a solid curriculum that will enable students to successfully apply to PhD programmes if they wish.

*The Department's response indicated that having a curriculum at the Master's level which provides students with greater breadth, by having students read a certain body of literature, for example, can certainly be implemented.*

*The Dean of the School of Graduate Studies responded that reduction in the number of fields would streamline the curriculum and improve the quality of offerings.*

2. Given the modest course requirements, the Review Team was concerned about the time to degree.

*The Dean of the School of Graduate Studies responded that reducing completion time is an institutional goal. Clearly articulated degree level expectations, learning outcomes, indicators of achievement and processes for monitoring student progress are important to achieving this objective. Creation of a graduate committee could provide oversight of the process.*

### **Undergraduate Program**

1. The Review Team strongly urged the Department to conduct a thorough curriculum review and to reduce the number of large-enrolment courses to two or three.

*The Department responded that students often choose Classics as a result of taking such courses as electives. To cap enrolments may cause a reduction in concentrators by not allowing students in other programs to take Classics courses.*

*The Associate Dean of Arts & Science responded that the Department has begun a curriculum review.*

### **Structure**

1. The Review Team recommended that the Department forge stronger partnerships with cognate disciplines to enhance opportunities for interdisciplinary work, collaboration, etc.

*The Associate Dean of Arts & Science concurs with this recommendation and notes that the value of exploring alternative structural governance models and partnerships with other units would enhance opportunities for interdisciplinary work and collaboration, as well to address concerns regarding the departmental demographic profile, fulfilling departmental service roles, and the future leadership of the Department.*

### Implementation Plan:

<b>Recommendation</b>	<b>Proposed Follow-up</b>	<b>Responsibility for Leading Follow-up</b>	<b>Timeline for Addressing Recommendation</b>
1. To address the Review Team's concerns about the curriculum, a complete curriculum review of all academic programs offered by the Department of Classics should be undertaken in consultation with the Centre for Teaching and Learning. The aim of the review should be to create a comprehensive and cohesive curriculum plan that ensures all decisions made about course offerings, class size and modes of delivery are grounded in best practices in teaching and learning. The curriculum review should be guided by the program level learning outcomes mapped to the Degree Level Expectations.	A curriculum review involving all faculty within the Dept of Classics followed by program or course revisions will be undertaken	Unit Head and Faculty members with support from the Associate Dean (Arts & Science) and an Educational Developer from the Centre for Teaching and Learning	Dean's <i>Annual Report</i> to the Provost 2015
2. In order to optimize synergies between cognate departments, the Department of Classics and the Faculty of Arts and Science should explore partnerships for new academic programs.	Consult with cognate heads	Unit Head and Associate Dean (Arts & Science)	Dean's <i>Annual Report</i> to the Provost 2015
3. In order to enhance the undergraduate student learning experience, the Department of Classics, in conjunction with the Faculty of Arts and Science, should engage in a proactive planning process that explores	Unit and Associate Dean engage in strategic planning exercise	Unit Head, Faculty members, Associate Dean (Arts & Science)	Dean's <i>Annual Report</i> to the Provost 2015

<p>opportunities for innovative remodelling of its academic programs. This should include an examination of the distribution of teaching loads between large enrolment courses and upper year or graduate classes and the viability of retaining full-time adjunct faculty to assist as appropriate in delivering the curriculum.</p>			
<p>4. In conjunction with the School of Graduate Studies, a review of the M.A. program in the Department of Classics should be completed to ensure that the graduate program be sustainable. The review should be comprehensive and cover: admissions, recruitment, program structure, curriculum, graduate supervision and mentoring, faculty research and time-to-completion.</p>	<p>Unit Head, Faculty members who contribute to the Graduate Program and Associate Dean (Graduate Studies) engage in strategic review</p>	<p>Unit Head, Graduate Coordinator, Associate Dean (Graduate Studies)</p>	<p>Dean's <i>Annual Report</i> to the Provost 2015</p>

**The Deans of Arts & Science and School of Graduate Studies, in consultation with the Unit Head shall be responsible for monitoring the Implementation Plan. The details of progress made will be presented in the Dean's Annual Reports and filed in the Office of the Provost and Vice-Principal (Academic). Monitoring reports will be posted on the University web site.**

**Final Assessment Report & Implementation Plan**

24.02.14

Approval Date

**Vice-Provost (Teaching and Learning)**

Signature

**Dean, Faculty of Arts & Science**

Signature

**Final status of academic programs in the Department of Classics**

Approved to Continue

**Date of next program review**

2018/2019 Academic year

**Queen's University**  
**Executive Summary of the Review of the Academic Programs in the Department  
of Classics**

In accordance with Queen's University Quality Assurance Processes (QUQAP), the Department of Classics submitted a self-study in August 2012 to the Office of the Provost and Vice-Principal (Academic) and the Dean of Arts & Science to initiate the cyclical program review of its BA and MA programs. The approved self-study presented program descriptions, learning outcomes, library report and analyses of data provided by the Office of Institutional Planning and the School of Graduate Studies. Appendices to the self-study contained CVs for each full-time member in the Department.

Three arm's-length external reviewers (Dr. Helena Fracchia, Professor and Director, University of Alberta School in Italy, Dr. Naomi Norman, Associate Professor and Head, University of Georgia and Dr. Janice Helland, Professor and Head, Department of Art) examined the materials and conducted a site visit on September 27 & 28, 2012. The site-visit included interviews with the Provost and Vice-Principal (Academic), Vice-Provost and Dean of the School of Graduate Studies, Dean of Arts & Science, Associate Deans in Arts & Science and the School of Graduate Studies, and meetings with undergraduate students, graduate students, librarians, cognate heads, staff and faculty.

In their report (October 2, 2012), the Review Team provided feedback that describes how the Classic programs meet the QUQAP evaluation criteria and are consistent with the University's mission and academic priorities. The Review Team noted that the Department of Classics was respected and esteemed by faculty and students alike across the campus. The dedication of the faculty and the dedication of the students were commendable and the Department was praised for its congenial atmosphere. The Review Team did report on a number of challenges including: lack of clear articulation of the Departmental vision and how it might intersect with or complement the Faculty of Arts and Science and the Queen's University Academic Plan; concerns about the Department's capacity to deliver a curriculum that fulfills the DLEs; the large number of courses offered; and the unsustainable student-faculty ratio, particularly in 100-level and 200-level courses. The Review Team made a number of recommendations to guide the Department to strengthen its academic offerings. In particular, the Reviewers strongly recommended a full curriculum review of all academic programs offered by the Department of Classics to create a comprehensive and cohesive curriculum plan that ensures all decisions made about course offerings, class size and modes of delivery are grounded in best practices in teaching and learning.

Based on all of the above documentation, a *Final Assessment Report* and an *Implementation Plan* were prepared by the Vice-Provost (Teaching and Learning) and approved by the Provost (January 28, 2014).

The programs have been approved to continue and is scheduled for its next review in eight years (2018-2019)

Prepared by the Vice-Provost (Teaching and Learning)  
February 3, 2014