

**CARLETON UNIVERSITY COMMITTEE ON
QUALITY ASSURANCE
Cyclical Review of the undergraduate programs
in Biology
Executive Summary and Final Assessment Report**

This Executive Summary and Final Assessment Report of the cyclical review of Carleton's undergraduate program in Biology are provided pursuant to the provincial Quality Assurance Framework and Carleton's Institutional Quality Assurance Process (IQAP).

EXECUTIVE SUMMARY

The undergraduate programs in Biology reside in the Department of Biology, a unit administered by the Faculty of Science.

As a consequence of the review, the programs were categorised by the Carleton University Committee on Quality Assurance (CUCQA) as being of good quality. (Carleton's IQAP 7.2.12).

The External Reviewers' report offered a very positive assessment of the programs. Within the context of this positive assessment, the report nonetheless made a number of recommendations for the continuing enhancement of the programs. These recommendations were productively addressed by the Chair of the Department of Biology, and the Dean of the Faculty of Science in a response to the External Reviewers' report and Action Plan that was submitted to CUCQA on May 22, 2019.

Biology (Undergraduate)

Action Plan

April 17, 2019

Action Item	Owner	Timeline	Will the action described require calendar changes? (Y or N)
Monthly teaching conversations	Mullally	Ongoing	N
a. Form Assessment Team b. Assessment Team meets and discusses assessment	Rowland/Assessment Team Assessment Team	March 2019 March 2019-	Yes, if we decide that a new course or program change is the best way to ensure that LOs are being achieved.
a. Revising first-year labs b. Coordination of first- and second-year assignments with courses from other units	a. Benchmarking implementation team b. Within department: first- and second-year profs communicate; between units: Dean's office (Cappuccino) to facilitate mid-term exam coordination between units.	a. Ongoing b. August 2019	N

Look into of requiring a course or workshop in Teaching/Mentoring for all grads in our MSc and PhD programs	Grad Studies Committee and Mullally	Sept 2019 Begin discussions (further action depends on coordination with U Ottawa colleagues, and the results of graduate program cyclical review)	N (possible Grad Calendar change)
a. New survey of upper-year students b. Develop method to survey graduates & maintain database of graduates Resources: Faculty time	a. Rowland and Recruitment & Retention Committee b. Recruitment & Retention Committee	a. already developed and ready for distribution b. March 2019	N
a. Already put in place for BSc Biology and Biotechnology (2 nd - , 3 rd - and 4 th year common courses); explore possibility for other concentrations b. Analyze data from earlier cohort efforts implemented through the ODS. Resources: Faculty time	a. Recruitment & Retention Committee; Curriculum Committee b. Recruitment & Retention Committee	a. Ongoing b. March 2019	Possibly
a. Explore need for additional admin staff or reorganization of staff duties. b. UG chair needs ability to email students b. Area-specialist assistant advisors to support UG chair	a. Rowland/Dawson/Dean b. Rowland/Dawson c. Rowland/Dawson	a. July 2019 b. March 2019 c. July 2019	N
a. Replacing outdated furniture	a. Rowland/Dean in consultation with lab coordinators	. We will be replacing outdated furniture and have already obtained quotes. Lab stools will possibly be replaced in time for Fall 2019; benches will be replaced in 2020.	N

<p>b. Student club space (Biology Society) in Tory</p> <p>c. Long-term plan for new Bioscience building near NB & CTTC to house teaching labs and allow future expansion of Department</p>	<p>b. Rowland/Dean</p> <p>c. Rowland/Dean/Upper Management</p>	<p>b. Students have been offered departmental space on a booking basis. It is unlikely that permanent space can be freed up in Tory over the short term for club use.</p> <p>c. Planning to begin in summer 2019</p>	
<p>a. Explore need for additional admin staff or reorganization of staff duties.</p> <p>b. UG chair needs ability to email students</p> <p>b. Area-specialist assistant advisors to support UG chair</p>	<p>a. Rowland/Dawson/Dean</p> <p>b. Rowland/Dawson</p> <p>c. Rowland/Dawson</p>	<p>a. July 2019</p> <p>b. March 2019</p> <p>c. July 2019</p>	<p>N</p>