

**CARLETON UNIVERSITY COMMITTEE ON  
QUALITY ASSURANCE  
Cyclical Review of the graduate and undergraduate programs  
in English  
Executive Summary and  
Unit Response to External Reviewers' Report & Implementation Plan**

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

**EXECUTIVE SUMMARY**

The graduate and undergraduate programs in English reside in the Department of English Language and Literature, a unit administered by the Faculty of Arts and Social Sciences.

As a consequence of the review, the programs were categorized by Carleton University's Senate Quality Assurance and Planning Committee (SQAPC) as being of good quality. (Carleton's IQAP 7.2.13-7.2.14).

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 English Language and Literature, the Dean of the Faculty of Arts and Social Sciences and the Dean of the Faculty of Graduate and Postdoctoral Affairs in a response to the External Reviewers' report and Implementation on Plan that was submitted to SQAPC on September 8<sup>th</sup>, 2022.

**UNIT RESPONSE TO EXTERNAL REVIEWERS' REPORT & IMPLEMENTATION PLAN**

**Note: This document is forwarded to Senate, the Quality Council and posted on the Vice- Provost's external website.**

**Introduction & General Comments**

Please include any general comments regarding the External Reviewers' Report.

The English Department was pleased to receive such a thorough and positive review of its programs. This report was shared with faculty and staff in the department and we look forward to implementing the relatively modest changes noted by the reviewers. The unit response and implementation plan have been developed in consultation with ODFASS.

For each recommendation **one** of the following responses must be selected:

**Agreed to unconditionally:** used when the unit agrees to and is able to take action on the recommendation without further consultation with any other parties internal or external to the unit.

**Agreed to if additional resources permit:** used when the unit agrees with the recommendation, however action can only be taken if additional resources are made available. Units must describe the resources needed to implement the recommendation and provide an explanation demonstrating how they plan to obtain those resources. In these cases, discussions with the Deans will normally be required and therefore identified as an action item.

**Agreed to in principle:** used when the unit agrees with the recommendation, however action is dependent on something other than resources. Units must describe these dependencies and determine what actions, if any, will be taken.

**Not agreed to:** used when the unit does not agree with the recommendation and therefore will not be taking further action. A rationale must be provided to indicate why the unit does not agree (no action should be associated with this response).

### **Calendar Changes**

If any of the action items you intend to implement will result in calendar changes, please describe what those changes will be. To submit a formal calendar change, please do so using the Courseleaf system.

### **Hiring**

Where an action item requires additional hiring (faculty or staff) the owner should at minimum include the Dean of the faculty and member of the unit.

**UNIT RESPONSE AND IMPLEMENTATION PLAN**

**Programs Being Reviewed: Undergraduate and Graduate Programs in English**

**Prepared by (name/position/unit): Jan Schroeder, Chair, Department of English Language and Literature**

External Reviewer Recommendation & Categorization	Unit Response (choose only one for each recommendation):  1- Agreed to unconditionally  2- Agreed to if additional resources permit (describe resources)  3- Agreed to in principle  4- Not agreed to  Rationales are required for categories 2, 3 & 4	Action Item	Owner	Timeline	Will the action described require calendar changes? (Y or N)
1. That the University consider the long-term effect on all the English programs of no recent hires Assistant Professor level. ( <b>Weakness</b> )	<b>Agreed to unconditionally.</b> The department has seen several retirements and other losses of faculty members and has not had a new tenure-track hire since 2017.	We will resubmit our hiring proposal in Creative Writing and adjacent areas as invited by the Dean.	Department	Fall 2022 or earliest opportunity	N

<p>2. That the Department carry out its plan to submit a proposal for the next round of competition for a hire in Creative Writing and one of several other areas left vulnerable by retired or deceased faculty. <b>(Weakness)</b></p>	<p><b>Agreed to unconditionally.</b> We submitted a faculty recruitment proposal in 2021 and we will do so again at the next opportunity.</p>	<p>We will resubmit our hiring proposal in Creative Writing and adjacent areas as invited by the Dean.</p>	<p>Department</p>	<p>Fall 2022 or earliest opportunity</p>	<p>N</p>
<p>3. That graduate students are able to take a balanced course of combined seminars and graduate dedicated seminars. <b>(Concern)</b></p>	<p><b>Agreed to unconditionally.</b> We need to strike a balance between our range of course offerings and the number of dedicated graduate seminars. Recruitment requires us to offer a range of courses, but the realities of staffing and enrolments limit that range.</p>	<p>This will be a topic of discussion at our upcoming faculty retreat and will be factored into upcoming course assignments. The Chair may undertake to reduce the number of “piggybacked” courses if possible, or to increase the proportion of graduate to undergraduate seats in such courses.</p>	<p>Department</p>	<p>Retreat: May 2022  Course assignments: Fall 2022</p>	<p>N</p>
<p>4. That the University consider making more bursaries for international students more widely available to the Arts. <b>(Opportunity)</b></p>	<p><b>Agreed to unconditionally.</b> Tuition for international students in Ontario is more affordable than in the past, but international students still face many financial barriers.</p>	<p>The grad director will continue to seek out humanities-specific funding opportunities for international students in collaboration with FGPA.</p>	<p>FGPA</p>	<p>Ongoing</p>	<p>N</p>
<p>5. That some priority be given to requests for paint and other minor renovations of the graduate seminar room and other graduate spaces. <b>(Opportunity)</b></p>	<p><b>Not agreed to.</b> There has been a miscommunication here. Graduate student offices were refreshed before the pandemic. We are in the process of renovating our old admin office to make room for a new seminar space for our FYSMs and graduate seminars.</p>	<p>We are seeking bid estimates from FMP towards the renovation of our old admin office.</p>	<p>Department</p>	<p>Summer-Fall 2022</p>	<p>N</p>

<p>6. That support be offered by the University to help with recruitment of new graduate and undergraduate students. <b>(Opportunity)</b></p>	<p><b>Agreed to unconditionally.</b></p>	<p>English is committed to working with ODFASS on new recruitment strategies and has dedicated financial and faculty resources to recruitment in its last budget and will continue to do so.</p>	<p>Department, ODFASS, and Carleton Recruitment and Admission Services</p>	<p>Ongoing</p>	<p>N</p>
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