

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

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

**EXECUTIVE SUMMARY**

The undergraduate and graduate programs in Sociology reside in the Department of Sociology and Anthropology, 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 Sociology and Anthropology and the Dean of the Faculty of Arts and Social Sciences in responses to the External Reviewers' report and Implementation on Plan that was submitted to SQAPC on October 26<sup>th</sup>, 2023.

**Sociology**  
**Unit Response to External Reviewers' Report & Implementation Plan**  
**Programs Being Reviewed: Undergraduate and Graduate Programs**

**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 Department of Sociology and Anthropology was pleased to receive the Reviewers' very positive External Reviewers' report on June 15, 2023. This report was shared with our faculty and staff, and we are committed to the continual improvement of our programs to enhance the student, staff, and faculty experience. This document contains both a response to the External Reviewers' Report and an Implementation Plan (Section B) which have been created in consultation with the Dean(s).*

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:** Sociology BA, BA Honours, BA Combined Honours, BGINs Specialisation/Stream in Global Inequalities and Social Change, Sociology MA and Sociology PhD Programs.

**Prepared by (name/position/unit/date):** Carlos Novas

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. Develop human and textual resources, with material support from senior administration, and a communications strategy for recruitment at the undergraduate level. <b>Concern.</b>	<p><i>1) We are committed to improving our undergraduate recruitment. We have a dedicated committee at the undergraduate level that is focused on undergraduate recruitment. We are also currently developing a course through the Life Long Learning Program that aims to enhance the teaching of sociology by high school teachers. This course is being developed by Kathleen Moss who is a CI in our department and who has extensive contacts with Ottawa district school boards. We will also continue to work with FASS in various recruitment initiatives. For example, our unit will annually propose students for participation in the FASS Ambassador program. We also will maintain a regular representation at recruitment events like the FASS Open House and the Ontario University Fair.</i></p>	<p><i>1) Continue work of Joint Undergraduate Fall and First Year Orientation and Recruitment Committee (JUFFORC)</i></p> <p><i>2) Develop Life Long Learning course with Kathleen Moss for high school teachers who teach the Sociology, Anthropology and Psychology Class in grade 11/12</i></p> <p><i>3) Continue to work with FASS on recruitment initiatives. Participate in FASS Ambassador program and recruitment events like FASS Open House</i></p>	<p><i>1) Chair of JUFFORC Committee</i></p> <p><i>2) Chair of Department and Kathleen Moss</i></p> <p><i>3) Chair of JUFFORC and Sociology Undergraduate Committee Chair</i></p>	<p><i>1) Ongoing</i></p> <p><i>2) FW 23/24</i></p> <p><i>3) Ongoing</i></p>	<p><i>N</i></p>

<p>2. Consider making both qualitative and quantitative method required within BA and BGrS programs. However, to address math phobia, the quantitative method course should be designed in a way that maximizes its relevance to undergraduate sociology students, very few of whom will become social statisticians. The course should emphasize numeracy and the practicalities of working with quantitative data. The course could be delivered in a hands-on mode using accessible spreadsheet software, fostering critical thinking on the uses and abuses of statistics. <b>Concern.</b></p>	<p><i>3) Our Sociology Undergraduate Committee and Sociology Caucus regularly discusses the status of our required methods classes. Both of these committees will consider whether we should make taking both qualitative and quantitative courses a required elements of our BA and BGrS programs. We have already identified this as an issue an many students prefer to take courses in qualitative research methods.</i></p>	<p><i>1) Discuss in Sociology Caucus whether to make both quantitative and qualitative courses required elements of our program</i></p>	<p><i>1) Sociology Caucus Chair</i></p>	<p><i>2) FW 23/24</i></p>	<p><i>Yes, if we decide to make these required components of our program.</i></p>
<p>3. Continue efforts to restore and build community in the wake of the pandemic and increased on-campus activity, within undergraduate and graduate programs. <b>Concern.</b></p>	<p><i>1) We will continue efforts to restore and build community in the wake of the pandemic at both the undergraduate and graduate levels. To this end, over the past year, we established a Spirit Committee that is specifically tasked with rebuilding departmental culture, organizing social events, and working with undergraduate and graduate student associations. As part of this initiative, we have also established a Queer Circle, a Neurodivergent Circle, and a CI Circle.</i></p>	<p><i>1) Continue work of the departmental Spirit Committee.</i></p>	<p><i>1) Chair, Spirit Committee</i></p>	<p><i>1) FW23/24, FW 24/25</i></p>	<p><i>N</i></p>
<p>4. Keep grad programs at current size, do not expand them if that would mean reducing funding commitments to incoming students. <b>Concern.</b></p>	<p><i>1) We do not have plans to expand our graduate programs.</i></p>	<p><i>2) No action required.</i></p>			<p><i>N</i></p>
<p>5. Develop explicit protocols for online or remote participation in activities related to the graduate program, including whether students can hold their guaranteed funding if they are not on campus and whether in-person attendance is necessary for program requirements. The graduate program may drift towards being de facto hybrid; faculty and</p>	<p><i>3) We currently host many of departmental meetings and activities in a hybrid format. In the case of graduate students, as one component of their funding is tied to being a teaching assistant, we cannot guarantee that students will be able to work remotely. We have also discussed offering elements of our graduate programs</i></p>	<p><i>1) Sociology Caucus will make more explicit guidelines for online or remote participation for graduate activities.</i></p>	<p><i>1) Chair, Sociology Caucus</i></p>	<p><i>1) FW 23/24</i></p>	<p><i>N</i></p>

students should decide whether this is what they want. <b>Concern, Opportunity.</b>	<i>online in Sociology Caucus meetings. The Sociology Caucus has decided against core graduate courses being offered online.</i>				
6. Develop ways for early-career faculty to supervise graduate students (where this does not contradict institution-wide rules). <b>Concern, Opportunity.</b>	<i>3) As per university policies, pre-tenured faculty are only permitted to supervise MA theses and to co-supervise PhD theses together with a tenured faculty member. Within the limits set by these regulations, one of the measures that we will attempt to distribute supervisory loads in a more even fashion is to introduce students to faculty in core courses at the graduate level. However, at the departmental level, there is a broad commitment to let students select their supervisor.</i>	<i>1) Sociology Graduate Chair will work towards introducing graduate students to a broader array of faculty</i>	<i>1) Sociology Graduate Chair</i>	<i>1) FW 23/24 and ongoing</i>	<i>N</i>
7. Create a space to be a graduate student lounge, even if it means reducing the space for individual offices. <b>Opportunity.</b>	<i>1) The Department has secured funding from the Dean's Office to create a graduate lounge. We will most likely convert an existing graduate office into a graduate lounge.</i>	<i>1) Consult with graduate students and faculty about converting an existing graduate student office into a graduate student lounge. 2) If approved by graduate students and faculty, convert a student office into a lounge.</i>	<i>1) Departmental Chair 2) Departmental Chair</i>	<i>FW 23/24</i>	<i>N</i>
8. Develop a way to acknowledge or recognize the work that faculty members do in supervising graduate students – this could take the form of course release or being awarded a semester of research assistance or some other resource when a faculty member has achieved a benchmark in terms of the number of students supervised. <b>Opportunity, Concern.</b>	<i>2) We will attempt to seek resources from the Dean's office to provide course releases for faculty members who have a heavy supervisory load. In order to provide teaching releases, we would need approval from the Dean's office.</i>	<i>1) Consult with Dean's office about securing teaching releases for Faculty with heavy supervisory loads.</i>	<i>1) Departmental Chair</i>	<i>FW 23/24</i>	<i>N</i>

<p>9. Encourage faculty members to write graduate assistants into their external grant applications wherever possible, in order to add more research assistant positions to the mix of graduate student funding. <b>Opportunity.</b></p>	<p><i>1) This measure can be easily implemented within our department.</i></p>	<p><i>1) Discuss within Sociology Caucus of developing a practice of writing graduate students into external grant applications.</i></p>	<p><i>1) Chair, Sociology Caucus</i></p>	<p><i>FW 23/24 and ongoing</i></p>	<p><i>N</i></p>
<p>10. Track the whereabouts of alumni. <b>Opportunity.</b></p>	<p><i>1) The Department has formed an Alumni Committee that has been running for the past 2 years. This committee has organized a series of alumni speaker events and career workshops for undergraduate and graduate students. The Alumni Committee has also generated a number of alumni profiles that we showcase on our website and social media. The Alumni Committee has also generated a large database of our alumni. We need to continue to build this database and continue to build relations with our alumni.</i></p> <p><i>2) We will also contact and set up a meeting with Carleton's Alumni Office to explore the possibility of outreach activities with them.</i></p>	<p><i>1) Continue the work of the alumni committee</i></p> <p><i>2) Meet with Carleton's Alumni Office</i></p>	<p><i>1) Alumni Committee Chair</i></p> <p><i>2) Alumni Committee Chair</i></p>	<p><i>FW 23/24 and ongoing</i></p>	<p><i>N</i></p>