

BA and MA Programs in French
Update on Unit Response to External Reviewers' Report & Action Plan
Programs Being Reviewed: BA and MA Programs in French
Completed by: Carmen Leblanc, Chair
Approved by Dean: Dr. Paul Keen, Associate Dean, FASS, September 11, 2023

Note: This document is made available for public posting on the Vice- Provost's website.

***** Denotes items that SQAPC would like the unit to pay particular attention to based on their past review of the original action item.**

External Reviewer Recommendation	Original Action Items approved by SQAPC (October 2021) *Comments in Blue are updates provided by unit and approved by SQAPC (October 2022)*	Owner & Timeline	Progress Update July 2023	Have calendar changes been initiated or completed (Not applicable/Yes/No), if Yes, when
1. Weakness: We recommend that the University give financial support for marketing consultation and for an advertising campaign that will improve recruitment and visibility of the BA program.	<p><i>A special ad hoc committee has been formed, led by E. Anonby and C. Khordoc (2021) C. LeBlanc (2022).</i></p> <p><i>Preparation of a professional-quality video to be sent to school counselors and/or heads of languages and ongoing through recruitment cycles. Possibility to post the video on social medias used by schools and school boards. In a message dated 20 May, 2021, Jennifer Elliott (Recruitment) asked us to wait on creating a video until new branding is completed. Video completed Fall 2021, posted on website and social media.</i></p> <p><i>We met with FASS Communications & Content Editor (Nick Ward) and Digital Content & Media Specialist (Ainslie Coghill) on June 2, 2021. Opened Instagram and Twitter accounts. We hired a student as social media support (5h/week) to increase our presence online and use it as a recruitment tool.</i></p>	Chair + Recruitment Committee	<p><i>- Letters offering to make presentations in Grade 12 classes were sent to French immersion classes and French School Board of Ottawa and Eastern Ontario (Fall 2022)</i></p> <p><i>- The Chair of the recruitment committee met with ODFASS to explore the feasibility to shoot a second video, this time inside the Department which would be shorter. The video featuring the department, staff, instructors and students was done and posted (Feb 16th, 2023).</i></p> <p><i>- A poster was designed with the help of Printing Services, it lists all the possibilities of studying in French at Carleton and is aimed at the Ottawa French Community. Members of the Department have begun to post them in public places such as libraries, bookstores, community centres, etc. (Fall 2022)</i></p> <p><i>- A tour of the Department's renovated premises was organized for future students and their parents at Carleton Open Houses.</i></p>	<i>Not applicable</i>

	<p><i>A Roadmap (sort of poster) which summarizes the highlights of our program has been created, it is used on social media and printed promotional material as well.</i></p> <p><i>Met with Doug Huckvale (Recruitment) on June 22 who will help us with outreach to French teachers in area schools and with other aspects of communications. Letters were sent to Immersion coordinators in English school boards 2021.</i></p>		<p><i>- After securing two \$3000 bursaries from the ACUFC for first year student entering the program in 2023, we sent two copies of a poster advertising bursaries to 49 high schools with a French program in the eastern Ontario region. We added an explanatory letter in both languages and asked them to post the posters (winter 2023)</i></p>	
<p>2. Weakness: We recommend that the Department articulate in writing the content and the structure of the MA program and what it involves for students.</p>	<p><i>Faculty met with colleagues from the University of Ottawa, prior to the pandemic, in hopes of developing collaborations (course offerings, supervisions, etc.) but these have been difficult for a variety of reasons. The committee will revisit the possibility of having seminars that would bring together graduate students from both institutions. Within Carleton, French is now one of the options in the Graduate Diploma (GDip) in Linguistics and collaborations with other departments will be explored.</i></p> <p><i>The website for the M.A. program has been revised entirely to include a better description of the essay and memoir options, all the financed research projects, research interests and links to faculty profiles have been added.</i></p> <p><i>There is no graduate supervisor, the Chair had taken that responsibility since 2021. A graduate committee (the Chair and two Full professors with experience as supervisor) meets on a regular basis to assess applications, determine and approve content of courses and tutorials; each student's progress is followed closely by the committee. The efforts put into the new M.A. and their results will be reviewed in 3 years in order to determine the next steps.</i></p>	<p>Chair + Graduate Committee</p>	<p><i>A student guide containing all the pertinent information about the MA programs was created by the Graduate Studies Committee in 2023.</i></p>	<p><i>Not applicable</i></p>

<p>3. Weakness: We recommend vigorous advertising and recruitment efforts for the MA program.</p>	<p><i>Preparation of promotional materials (online and print).</i> <i>Visits to 3rd and 4th-year courses for internal recruitment purposes. We have revised the content of the promotional material use by the Faculty of graduate studies. No additional material was created in 2022, presentations were done in 4th year courses and will be done again in November 2022.</i> <i>Organization of promotional events. Did not happen.</i> <i>We will consider the feasibility of options such as accelerated pathways.</i> <i>We continued to work closely with SLALS, Digital Humanities and African Studies as it has become a challenge to sustain a M.A. French program with our number of students and faculty resources while the joint MAs with these units have proven to be more popular.</i></p>	<p>Chair + Graduate Committee</p>	<p><i>A joint presentation with FGPA was done; all 4th year graduating students from the Major and the Minor programs were invited (Nov 2022)</i> <i>The feasibility of an accelerated pathways was considered and then rejected based on the level attained by the students as shown by the learning assessment results: Students would not have the solid background in French language required to complete an advanced graduate program, a two year MA is the best option for them.</i> <i>The Chair discussed with the Dean of FASS regarding targets for the MA for the year 2023-2024. It was decided that the department would not be given a target and applications will be reviewed case by case. The Chair put together financial packages (departmental scholarships, TAships, Awards, etc.) for each student with the assistance of the FGPA (Fall 2022).</i> <i>The department was awarded two TA ships for international students after further negotiations (Spring 2023).</i></p>	
<p>4. Weakness: We recommend that the University – specifically the FGPA – give clear support for funding opportunities so that the MA program has a better-than-average chance to attract at least a critical mass of students.</p>	<p><i>Although members of the department feel that our energy and resources should be put on the undergraduate programs, they also feel that a graduate program is important, especially those who are involved in research and hold grants. The graduate committee will do a survey of the financial packages offered by other Ontario universities with a French program and our competitor, UOttawa. A short presentation will then be made to FGPA in order to continue the discussion already taking place at the department level around the issue.</i> <i>We encountered difficulties getting information from other institutions, so we plan to contact departments directly in the coming year. We wish to determine what are the causes of our</i></p>	<p>Chair + Graduate Committee</p>	<p><i>No additional activities to report.</i></p>	<p><i>Not applicable</i></p>

	<p><i>recruitment challenges and the role financing plays.</i></p> <p><i>The department has negotiated with Awards office for permission to add our two graduate excellence awards (Eldon Kaye and Odette Condemine) to our financial package to promising applicants in the future when the terms of the awards are not restricted.</i></p>			
<p>5. Concern: We recommend that members of the Department discuss the issue of diversification of the BA program and create a solution that suits their vision of their Department. In this discussion we encourage members to see themselves not only as professors of Literature or of Linguistics but also as professors of French Studies who are looking for ways to develop and strengthen the whole Department.</p>	<p><i>The planning committee will lead the review: The P&P Committee created a Brightspace page for the faculty with a discussion forum containing 4 questions to quick start the discussion on the future of the BA. It generated 40 comments posted and 213 views. The second step was a Zoom discussion for faculties during the departmental assembly in January 2022 the summary was put at the end of the minutes of the meeting. In March 2022, a document was circulated to the faculty which listed all the ideas generated by the forum and the discussions. At the retreat, May 6th 2022, a modified structure for the BA was submitted, faculty were divided in five teams to assess the proposal and come with their own proposal. All teamwork will be combined later and discussed in the following year (2022-2023). We have already changed our course offerings and added FREN2701, FREN3060 to support the continuous development of the student's proficiency in French as well as FREN4060 a mini honours thesis which allows students to pursue individual research with a faculty and compensate for courses that were cancelled due to low enrolment.</i></p> <p><i>Further discussions to be held in the coming year. The assessment of our course offerings this Summer revealed that removing the obligation to</i></p>	<p>Chair + Programs & Planning Committee</p>	<p><i>The department has decided to eliminate the FYSM1408 which has been cancelled regularly in the past years. The seminar being limited to 1st year students and offered in French has limited enrolment. Most of our students are internal transfers, i.e. they have second year standing. The FYSM will be replaced by a 1st year course (FREN1050) open to all students of French. The course will contain workshops based on French in the world theme to better prepare student for university and French studies.</i></p> <p><i>It was decided to postpone the planned survey to gather feedback on the expectations of the student about the program. At the moment 4th year students were part of the old program, 2nd and 3rd year students are on campus in person learning for the first time and 1st year students are in the new program. It would make more sense to wait a few more years before conducting a survey (Winter 2023)</i></p>	<p><i>FREN 3060, FREN 2701 and FREN4060 have already been added to the Calendar. Removal of the specialization in third year has been entered in the Calendar and has been in effect for 2022-2023 first year students.</i></p> <p><i>For FREN 1050, the syllabus has been approved by the department and should be entered in Courseleaf before September 2023.</i></p>

	<i>choose a specialization in 3rd year would add flexibility to the program and accommodate students who wish to pursue a more general degree in French. This change will come into effect in 2022-2023. Micro changes such as this will be implemented as the review progresses, however, we felt that a discussion at the departmental level was important in order to develop a coherent program for the future students.</i>			
6. Concern: We recommend that the FASS create a mechanism for greater representation of contract instructors in meetings and on committees in the Department. This may require budgetary allocations– such as supplementary stipends – that would allow these employees to attend meetings and be active members of committees.	n/a <i>Will not be implemented.</i>	n/a		<i>Not applicable</i>
7. Concern: We urge the university administration to look favourably on requests from the Department for at least one new position.	<i>We will continue to reiterate our need for a position in Applied Linguistics. One full time instructor will be retiring in July 2023, the department will petition to keep the position.</i>	Chair + Departmental Assembly	<i>A petition for the replacement of the instructor retiring in 2023 was sent to the Dean of FASS on November 28th, 2022. It detailed the needs of the department to retain a full-time instructor for the coordination of the language courses sections taught by CIs which fulfill the language requirements of other departments. The department has been informed that the instructor position would not be filled.</i>	<i>Not applicable</i>
8. Concern: We recommend that the Department identify some social space in order to promote a greater sense of community among students.	<i>We have identified DT1609 as a possible social space when not in use for the 'soutien oral libre'. Upon reevaluation, it was decided to keep DT1606 for discussion groups but to purchase modular furniture that can be moved and modified to facilitate in the activities. Instead, DT1605, the Computer lab which was underused pre-pandemic and will probably be deserted post pandemic, will become the new student lounge, we will keep three computer stations and will purchase furniture for the remaining space. Work was completed for Sept 2022 Orientation.</i>	Chair + Language courses committee	<i>No additional activities to report.</i>	<i>Not applicable</i>

9. Opportunity: We recommend that the Department give an outline of its administrative structure in a format that clearly lists all committees and that includes the names of current committee members.	<i>We will include this document in future reviews of our department.</i>	Chair	<i>No additional activities to report.</i>	<i>Not applicable</i>
10. Opportunity: We recommend that the University require that Departments include course syllabi as part of the basic documentation to be used in the University's quality review assessment process.	<i>Our archives of syllabi go back to 2003, we use them for reference and when alumni contact us. The last five years are now available for consultation on our website as of September 28th, 2021 and will be updated each year.</i>	Chair + Staff	<i>We continue to update our archives each semester.</i>	<i>Not applicable</i>
11. Opportunity: We recommend that the Department of French standardize the format of their course syllabi and that the syllabi include clear statements about learning outcomes.	<i>We will integrate learning outcomes and discuss at the departmental assembly how much further standardization is warranted/desirable.</i> <i>The P&P committee created a course outline template for non-language courses. It was submitted to Departmental Assembly for approval and will be used beginning 2022-2023.</i>	Chair + Departmental Assembly	<i>The new templates (one for language service courses and one for BA courses) are now being used. It allows for some flexibility depending on the course while highlighting the required information.</i>	<i>Not applicable</i>
12. Opportunity: We recommend that a central list of research grants and research activities be prepared to give an overview of ongoing research projects in the Department. This information would elucidate aspects of faculty members' research activities and, more importantly, it could be used to inform where students – at both BA and MA levels – should be encouraged to participate in departmental research.	<i>We will compile this information and make it accessible under one tab on our web site.</i> <i>A grid summarizing each professors' research interests, financed research, past supervision and sample publications was created under the tab Research on the department's website with a link to the professors' complete CVs.</i>	Chair + Staff	<i>No additional activities to report.</i>	<i>Not applicable</i>
13. Opportunity: We recommend close consultation with Carleton's Coop Education services to explore ways of developing coop opportunities in venues in Ottawa. Information about these and other new coop opportunities should be showcased on the Department's webpage in a manner that is informative and attractive.	<i>We will continue to work in close consultation with the Coop office and will work to better showcase the opportunities of our Coop program on our website.</i>	Chair + Undergraduate Supervisor + Staff	<i>The Chair and the Undergraduate Supervisor met with the director of the coop program to share ideas to promote the program. As of last year, in October an information meeting is scheduled at the Department for first- and second-year students interested in the Coop and the Exchange programs with the participation of the Coop office and ISSO (Fall 2023)</i>	<i>Not applicable</i>

Department of French
Update on Learning Outcomes Assessment Activities
Programs Being Reviewed: BA Honours and BA French
Completed by: Carmen LeBlanc

1. Who is responsible for the assessment of program learning outcomes?

- Learning Outcomes Assessment Committee
- Undergraduate/Graduate and/or Curriculum Committee(s)
- All faculty in unit
- Other: The language committee

2. Which program learning outcomes have been assessed since your last CPR? If no assessment activities were undertaken, please provide a rationale and describe what is required in order for assessment to take place moving forward.

All learning outcomes have been assessed as of June 2023.

3. Did you follow your assessment plan? If not, how did your assessment plan change and why?

We followed the assessment plan for the first four learning outcomes and added one step for the last four.

4. What methods have been used to assess the program level learning outcomes? (check all that apply)

- Reviews of examples of student work
- cuPortfolio
- Student surveys or focus groups
- Faculty retreats or discussion sessions
- Reviews of program curricula and courses (*includes efforts to align course and program learning outcomes*)
- Other _a criterion referenced matrix_____

Provide additional details if necessary:

The assessment was originally divided into three phases over two academic years, but three years were required to complete the assessment due to the Covid-19 pandemic. Results from activities and phases of the assessment plan were presented at regularly scheduled all-faculty meetings on an ongoing basis and changes to the program were voted upon at the assembly. The planning committee has put together a detailed report of the learning outcomes assessment activities, their results and the changes implemented and proposed. The report was shared with other members of the department and originally sent to the Office of the Vice-Provost in June.

5. What assessment activities are planned between now and your next CPR? Provide specific LOs and timeframes.

The Department of French has put in place a variety of measures to improve and update its undergraduate programs. As part of the CPR response, the Chair of the department initiated a three-year multi-steps discussion/consultation about the programs (2021-2024) that fuelled the work of the Planning Committee. The Chair of the department presides the Planning Committee while faculties rotate as members. Although, it will be the task of the new members (2023-2024) to continue the assessment initiated by their colleagues, there is a consensus in the department to pause for a few years to evaluate if the changes already put in place will yield positive results. We also feel that the department should now evaluate the progress and the state of the MA program which will be in its second year this September (2023).