Carleton
UNIVERSITY

Canada's Capital University

Office of the Vice-Provost and
Associate Vice-President
(Academic)

memorandum

DATE: February 21, 2020

TO: Senate

FROM: Dr. Dwight Deugo, Vice-Provost and Associate Vice-President (Academic), and Chair,
               Senate Quality Assurance and Planning Committee

RE: Final Assessment Report and Executive Summary: Undergraduate and Graduate
               Programs in Anthropology

The purpose of this memorandum is to request that Senate approve the Final Assessment Report and Executive Summary arising from the cyclical review of the undergraduate and graduate programs in Anthropology.

The request to Senate is based on a recommendation from the Senate Quality Assurance and Planning Committee (SQAPC), which passed the following motion at its meeting of February 20th, 2020:

THAT SQAPC recommends to SENATE the approval of the Final Assessment Report and Executive Summary arising from the cyclical program review of the undergraduate and graduate programs in Anthropology.

The Final Assessment Report and Executive Summary is provided pursuant to articles 4.2.5-4.2.6 of the provincial Quality Assurance Framework and article 7.2.23 of Carleton's Institutional Quality Assurance Process (IQAP). Article 7.2.23.3 of Carleton's IQAP (passed by Senate on June 21th, 2019 and ratified by the Ontario Universities Council on Quality Assurance on November 22nd, 2019) stipulates that, in approving Final Assessment Reports and Executive Summaries 'the role of SAPC and Senate is to ensure that due process has been followed and that the conclusions and recommendations contained in the Final Assessment Report and Executive Summary are reasonable in terms of the documentation on which they are based.'

In making their recommendation to Senate and fulfilling their responsibilities under the IQAP, members of SQAPC were provided with all the appendices listed on page 2 of the Final Assessment Report and Executive Summary. These appendices constitute the basis for reviewing the process that was followed and assessing the appropriateness of the outcomes.

These appendices are not therefore included with the documentation for Senate. They can, however, be made available to Senators should they so wish.

Major modifications described in the Action Plan, contained within the Final Assessment Report, are subject to approval by the Senate Committee on Curriculum, Admission, and Studies Policy, the Senate Quality Assurance and Planning Committee (SQAPC) and Senate as outlined in articles 7.5.1 and 5.1 of Carleton's IQAP.

Once approved by Senate, the Final Assessment Report, Executive Summary and Action Plan will be forwarded to the Ontario Universities' Council on Quality Assurance and to Carleton's Board of

Governors for information. The Executive Summary and Action Plan will be posted
on the website of Carleton University's Office of the Vice-Provost and Associate Vice-President
(Academic), as required by the provincial Quality Assurance Framework and Carleton's IQAP.

Senate Motion February 28, 2020

THAT Senate approve the Final Assessment Report and Executive Summary arising from the Cyclical
Review of the undergraduate and graduate programs in Anthropology.

CARLETON UNIVERSITY COMMITTEE ON
QUALITY ASSURANCE
Cyclical Review of the undergraduate and graduate programs
in Anthropology
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 Anthropology are provided pursuant to the provincial Quality Assurance Framework and Carleton's Institutional Quality Assurance Process (IQAP).

EXECUTIVE SUMMARY

The undergraduate and undergraduate and graduate programs in Anthropology 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 7.2.12).

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 Director of the Department of Anthropology, 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 Action Plan that was submitted to SQAPC on February 20th, 2020.

FINAL ASSESSMENT REPORT

Introduction

The undergraduate and graduate programs in Anthropology reside in the Department of Sociology and Anthropology, a unit administered by the Faculty of Arts and Social Sciences. This review was conducted pursuant to the Quality Assurance Framework and Carleton's Institutional Quality Assurance Process (IQAP). As a consequence of the review, the programs were categorised by Carleton University's Senate Quality Assurance and Planning Committee (SQAPC) as being of good quality. (Carleton's IQAP 7.2.12).

The site visit, which took place on December 5th and 6th , 2018, was conducted by Dr. Marko Živković from the University of Alberta, and Dr. Daniel A. Segal from Pitzer College. The site visit involved formal meetings with the Provost, the Vice-Provost and Associate Vice-President (Academic), the Dean of the Faculty of Arts and Social Sciences, the Dean of the Faculty of Graduate and Postdoctoral Affairs, and the Chair of the Department of Sociology and Anthropology. The review committee also met with faculty members, staff, and undergraduate and graduate students.

The External Reviewers' report, submitted on February 8th, 2019 offered a very positive assessment of the program.

This Final Assessment Report provides a summary of:

- Strengths of the programs
- Challenges faced by the programs
- Opportunities for program improvement and enhancement
- The Outcome of the Review
- The Action Plan

This report draws on four documents:

- The Self-study developed by members of the Department of Anthropology (Appendix A)
- The Report of the External Review Committee (Appendix B).
- The response and action plan from the Chair of the Department of Sociology and Anthropology, the Dean of the Faculty of Arts and Social Sciences and the Dean of the Faculty of Graduate and Postdoctoral Affairs (Appendix C).
- The internal discussant's recommendation report (Appendix D).

Appendix E contains brief biographies of the members of the External Review Committee.

This Final Assessment Report contains the Action Plan (Appendix C) agreed to by the Chair of the Department of Sociology and Anthropology, the Dean of the Faculty of Arts and Social Sciences, and the Dean of the Faculty of Graduate and Postdoctoral Affairs, for the implementation of recommendations for program enhancement identified as part of the cyclical program review process.

The Action Plan identifies who is responsible for implementing the agreed upon recommendations, as well as the timelines for implementation and reporting.

Strengths of the programs

General

The External Reviewers' Report states that "that the program is providing a high quality education in anthropology for its students, both undergraduate and graduate, and doing so within tight financial constraints. We are impressed" (pp. 1).

Faculty

Speaking with regard to faculty, the external reviewers' stated: "One basis for this success [of the program] is that the faculty share an understanding of their teaching as a collective enterprise of value; a second is that the individual faculty are impressive and active scholars" (pp.1).

Students

The external reviewers noted that "The undergraduates we met with showed both an impressive understanding of the anthropology they had been taught in their courses and eagerness to be a part of the program as a community" (pp. 1) and "The PhD program is still only 10 years old. And yet it is clear it is now a going concern. The first cohorts of PhDs are impressive and have done well in a very difficult job market" (pp.1).

Curriculum

The external reviewers noted that: "In terms of the program's profile, we commend the care to combine ethnographic research, social theory, and social justice-oriented work. This is a very good balance of priorities and in keeping with the best trends in anthropology today" (p.2).

Opportunities for program improvement and enhancement

The External Reviewers' Report made 9 recommendations for improvement:

1. If there is an increase in the number of graduate students, CIs and faculty positions in the future, the space situation could become more difficult and the lack of space harder to manage. (External Reviewers' Report p.4)
2. Use a tool that would combine assessment with support for post- graduation transitioning while simultaneously providing a component of experiential learning. (External Reviewers' Report p.4)
3. Make more use of the Graduate Transition Assistant MENTOR who is already advising students completing the PhD. (External Reviewers' Report p.4)
4. Find suitable placements, then manage and oversee them. (External Reviewers' Report p.5)
5. Develop a way and find resources to systematically track recent graduates at all levels. (External Reviewers' Report p.5)
6. Establish a network of alumni. (External Reviewers' Report p.5)
7. Take advantage of the opportunity to reach full strength in terms of allotted full-time faculty positons. (External Reviewers' Report p.6)
8. Consider extending the focus on 'engaged anthropology' to all degree levels, including undergraduate and MA. (External Reviewers' Report p.6)
9. Be an effective ally for the expansion of Indigenous Studies and numbers of Indigenous faculty at Carleton. (External Reviewers' Report p. 6)

The Outcome of the Review

As a consequence of the review, the undergraduate and graduate programs in Anthropology were categorised by Carleton University's Senate Quality Assurance and Planning Committee (SQAPC) as being of **GOOD QUALITY** (Carleton's IQAP 7.2.12).

The Action Plan

The recommendations that were put forward as a result of the review process were productively addressed by the Chair of the Department of Sociology and Anthropology, the Dean of the Faculty of Arts and Social Sciences, and the Dean of the Faculty of Graduate and Postdoctoral Studies in a response to the External Reviewers' report and Action Plan that was considered by SQAPC on February 20th , 2020. They agreed to recommendations #2 and #9 unconditionally and they agreed to #1 and #'s 3-8 if additional resources permit.

It is to be noted that Carleton's IQAP provides for the monitoring of action plans. A midway report is to be submitted by the academic unit(s) and Faculty Dean(s), and forwarded to SQAPC for its review by June 30th, 2021.

The Next Cyclical Review

The next cyclical review of the undergraduate and graduate programs in Anthropology will be conducted during the 2023-24 academic year.

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Department/School/Institute Name
Unit Response to External Reviewers' Report & Action Plan
Programs Being Reviewed: Undergraduate and Graduate Programs in Anthropology
Approved by Dean: include title/date
October 23rd, 2019
Note: This document is made available for public posting on the Vice- Provost's website.

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Introduction & General Comments

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

[Sample Text: The Department/School/Institute was pleased to receive the Reviewers' very positive External Reviewers' report on [date]. 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 Action Plan (Section B) which have been created in consultation with the Dean(s).

For each recommendation, a category has been applied indication one of the following responses:

Recommendations agreed to unconditionally;
Recommendations agreed to if additional resources permit;
Recommendations not agreed to.

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.

UNIT RESPONSE AND IMPLEMENTATION PLAN

Programs Being Reviewed:

External Reviewer Recommendation & Categorization	Action Item	Owner	Timeline	Will the action described require calendar changes? (Y or N)
1. Space (Concern). If there is an increase in the number of graduate students, CIs and faculty positions in the future, the space situation could become more difficult and the lack of space harder to manage. (External Reviewers' Report p.4)	*Continue to make space requests*	*Chair (who makes requests for resources)*	*2019-21*	*No*
2. Program Learning Outcomes Assessment Plan. (Concern). Use a tool that would combine assessment with support for post-graduation transitioning while simultaneously providing a component of experiential learning. (External Reviewers' Report p.4)	*Develop tools to survey graduates (and to ascertain possible future placement opportunities)*	*Chair and faculty members responsible for finalizing our Assessment Plan for Undergraduate and Graduate programs*	*2019-20*	*No*

3. Program Learning Outcomes Assessment Plan. (Concern). Make more use of the Graduate Transition Assistant MENTOR who is already advising students completing the PhD. (External Reviewers' Report p.4)	*Seek further funds from various Carleton offices to continue this position.*	*Graduate Transition Assistant Mentor and Chair (who makes requests for resources)*	*2019-20*	*No*
4. Program Learning Outcomes Assessment Plan. (Concern). Find suitable placements, then manage and oversee them. (External Reviewers' Report p.5)	*Apply for extension of the Instructor position.*	*Instructor and Chair (who makes requests for resources)*	*Continuous*	*No*
5. **Program Learning Outcomes Assessment Plan. (Concern).** Develop a way and find resources to systematically track recent graduates at all levels. (External Reviewers' Report p.5)	*Start the process to track recent graduates in 2019-20 and seek more resources to continue the Transitions Mentor and to extend the contract of the Instructor.*	*Chair (who makes requests for resources)*	*Continuous*	*No*
6. Program Learning Outcomes Assessment Plan. (Concern). Establish a network of alumni. (External Reviewers' Report p.5)	*Start the process to establish a network of alumni and seek more resources to continue the Transitions Mentor and to extend the contract of the Instructor.*	*Graduate Transition Assistant Mentor, Instructor and Chair (who makes requests for resources)*	*Continuous*	*No*

7. Moving to Full Strength. (Opportunity) Take advantage of the opportunity to reach full strength in terms of allotted full-time faculty positons. (External Reviewers' Report p.6).	*We have received approval to hire a new tenure-track assistant professor position to replace the retired full professor.* *Seeking several Faculty positions:* ** retirements replacement;* ** create a permanent position for Instructor;* ** shared position with School of Indigenous and Canadian Studies*	*Chair (who makes requests for resources)*	*2019-2021*	*No*
8. Engaged Anthropology (Opportunity) Consider extending the focus on 'engaged anthropology' to all degree levels, including undergraduate and MA. (External Reviewers' Report p.6)	*As part of a proposal to start a new Community Engaged Minor housed in Sociology & Anthropology, in 2020-21 we will be piloting a fourth year course in "Engaged Anthropology" that we will also assess in light of having this as the theme of our undergraduate programs.*	*Undergraduate and graduate committees in Anthropology and Chair (who makes requests for resources)*	*2019-21*	*Likely*
9. Anthropology and Indigenous Studies and Faculty Be an effective ally for the expansion of indigenous	*We will set up a group within Anthropology and/or the larger Department to discuss how we can implement the CUISIC*	*Entire department, chair, undergraduate and graduate committees in Anthropology*	*Ongoing*	*Potentially*

studies and numbers of indigenous faculty at Carleton. (External Reviewers' Report p. 6)	*recommendations.* *We seek faculty hire shared with the School of Indigenous and Canadian Studies.*			