

DATE: January 17, 2020

TO: Senate

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

RE: Digital Humanities – **Governance**

SQAPC Motion

THAT SQAPC recommends to Senate the approval of the change in governance to the Digital Humanities program as presented to take effect upon approval.

Senate Motion

THAT Senate approve the change in governance to the Digital Humanities program as presented to take effect upon approval.

Background

The administrative home of the Collaborative M.A. Specialization in Digital Humanities has been temporarily housed in the Department of English. The original agreement was that English would house the program's administration for three years (i.e. until July 1, 2020), with a decadal review at the two-year mark (i.e. on or around July 1, 2019). The proposal is to move the program to its new and permanent home in the College of the Humanities, in order to coincide with the forthcoming appointment of a new Digital Humanities Coordinator on January 1, 2020

The Department of English, the College of the Humanities, and the Digital Humanities Steering Committee and Board have all agreed unanimously to this proposed change.

Attachments

Proposal for Amendment to Governance Structure

Template for Major Modification A1: Change in Governance

MEMORANDUM

To: Vice-Presidents' Academic and Research Committee (VPARC) for A1s

From: Brian Greenspan, DH Coordinator
Department of English
The College of the Humanities

CC: L. Pauline Rankin, Dean, FASS
Patrice Smith, Dean, FGPA
Shane Hawkins, Chair, Humanities
Peter Thompson, Associate Dean, Academic, FASS
James Opp, Associate Dean, Programs, FGPA
Andrew Wallace, Chair, English

Date: 29-Oct-2019

Subject: Major Modification to Collaborative M.A. Specialization in Digital Humanities. Track A1

Modification Description

We propose to move the administrative home of the Collaborative M.A. Specialization in Digital Humanities. Since July 1, 2017, the Digital Humanities program has been temporarily housed in the Department of English. The original agreement was that English would house the program's administration for three years (i.e. until July 1, 2020), with a decanal review at the two-year mark (i.e. on or around July 1, 2019).

We are proposing to move the program to its new and permanent home six months early, in order to coincide with the forthcoming appointment of a new Digital Humanities Coordinator on January 1, 2020. This move will provide the program with a permanent home from which to better plan for the long term.

The College of the Humanities already houses programs from multiple disciplines, including the Classics and Religions program, the two disciplines from which the field of Digital Humanities originated. The College will thus provide an excellent fit for the Collaborative Specialization in Digital Humanities, which comprises twenty-five program streams from twelve programs across eleven units in FASS. The Department of English, the College of the Humanities, and the Digital Humanities Steering Committee and Board have all agreed unanimously to this proposed change.

The proposed changes will affect the program's administrative location alone; all other governance guidelines and principles, as set forth in the program's Governance Document (see Appendix A), will remain unchanged. The structure of all program streams, options and electives, practica and other experiential opportunities, learning outcomes, fields, theses, and modes of delivery will likewise remain unchanged.

Impact on Other Programs

The proposed change affects the program's administrative location only, not its substance, structure, instructional staffing or delivery. The host unit's Designated Administrative Staff member will sit on the Management Committee and Board, and will be responsible for basic administration and appropriate student support only as it is related to the Collaborative Specialization, as outlined in Appendix A. The College's Administrative Staff has agreed to take on these additional responsibilities.

Resources

The proposed change will not affect the resourcing of the program. There will be no changes to the program's Deans or Faculty Affiliation. As neither the Digital Humanities Coordinator nor the core instructional staff are necessarily selected from faculty in the administrative home unit, no faculty resources will be affected.

The Director of the College of the Humanities has confirmed that the unit has sufficient administrative resources to accommodate the Specialization. As a Collaborative Specialization, Digital Humanities piggy-backs on other core graduate programs, and thus involves much less administrative support. The duties of the Designated Administrative Staff member are clearly delimited and restricted to support directly related to the Specialization, including: entering curriculum changes in Courseleaf; approvals and overrides for course admissions; uploading student application materials to the shared W: drive; posting website material provided by the DH Coordinator; running student audits; responding to student queries, or directing them to the Coordinator; communicating with graduate administrators from collaborating programs regarding admissions, directed readings, practica, etc.; and liaising with the Coordinator. (See Appendix A).

Students will continue to receive financial and other support from their respective home units, not from the College of the Humanities. Nor will the proposed move affect space allocation, since students and faculty affiliated with the Digital Humanities program are provided space within their home units.

Appendix A: Governance

(Amended: April 11, 2019)

Collaborative Specialization (Master's) in Digital Humanities

Governance Document

[N.B. This governance document pertains only to the graduate Collaborative Specialization in Digital Humanities and not the B.A. (Minor) in Digital Humanities]

The Collaborative Specialization (Master's) in Digital Humanities will be overseen by the Digital Humanities Coordinator, who will be responsible for managing the Digital Humanities Collaborative Specialization and for consulting with students on their progress through their home degree program. The **Digital Humanities Coordinator** is appointed by the Dean, Faculty of Arts and Social Science, in consultation with the Dean, Faculty of Graduate and Postdoctoral Affairs, normally for a term of 2 years. Recommendations for the Digital Humanities Coordinator will be presented to the Deans by a Selection Committee comprising 5 members of the Digital Humanities Management Committee, following an advertised application process. The Coordinator will be responsible for:

- outreach and recruitment
- meeting with enrolled and prospective students
- liaising with ODFASS, FGPA, the Chair of the Collaborative Specialization's host unit, Graduate Supervisors of the Collaborating Programs, and the Digital Humanities Board
- arranging Practicum placements
- planning and teaching the Professional Development course (DIGH 5800), in consultation with the instructor assigned to the core course (DIGH 5000)
- keeping all operational documents up-to-date
- attending and reporting at monthly meetings of the host unit
- overseeing the content of the website and all PR materials
- contributing to cyclical reviews of the Collaborating Programs.

The Digital Humanities Coordinator will also chair the **Digital Humanities Management Committee**, which will be constituted of a Designated Administrative Staff member from the host unit, along with the following voting members:

- Digital Humanities Coordinator (Chair)
- Chair/Director of the host unit
- Instructor, DIGH 5000
- at least 3 additional core faculty members in the DH Collaborative Specialization for a term of normally two years. Reappointments and replacements for vacant positions will be nominated by the Digital Humanities Board.

The Digital Humanities Management Committee will normally meet twice per term during the academic year (September to April), or more frequently where the Committee deems necessary. The Committee will be responsible generally for all aspects of the program as it evolves, including:

- assisting the Coordinator with outreach and recruitment
- vetting student applications for admission
- selecting courses for cross-listing
- approving Directed Readings (DIGH 5012)

- discussion of the composition of the core course syllabus
- scheduling future instructors for the core course
- suggesting potential partners for student practica
- recommending additional core faculty for the program
- approving all calendar and curricular changes
- approving all operational documents.

The **Chair/Director of the host unit** retains responsibility for overseeing the designated administrative staff member assigned to the program as well as any administrative aspects of the program that relate to the host unit's resources.

The **Designated Administrative Staff** member in the host unit will sit on the Management Committee and Board, and will be responsible for basic administration and appropriate student support as it is related to the Collaborative Specialization. Each partner unit is responsible for their own admission processes for the applicant's home degree program. On admission to the home degree program, changes to the student's degree will be handled by the student's home unit. The Designated Administrative Staff member's duties will normally be limited to:

- entering curriculum changes in Courseleaf
- approvals and overrides for course admissions
- uploading student application materials to the shared W: drive
- posting website material provided by the DH Coordinator
- running student audits
- responding to student queries, or directing them to the Coordinator
- communicating with graduate administrators from collaborating programs regarding admissions, directed readings, practica, etc.
- liaising with the Coordinator.

The **Digital Humanities Board** will be constituted as follows:

- Digital Humanities Coordinator (Chair)
- Designated Administrative Staff from the host unit
- Chair of host unit
- Instructor, DIGH 5000
- all Digital Humanities core Faculty
- all Graduate Supervisors of the Collaborating Programs
- Digital Humanities student representative

The Board will be chaired by the Coordinator. It will normally meet twice per calendar year to keep the Digital Humanities faculty and Graduate Supervisors in the collaborating programs up-to-date on developments in the Digital Humanities program, and to advise and nominate members for the Digital Humanities Management

Committee. In addition, the Coordinator will provide interim program reports to the Board.