



**Carleton**  
UNIVERSITY

**Canada's Capital University**

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**DATE:** 6 September 2017

**TO:** Dr. Lorraine Dyke, Vice-Provost and Associate Vice-President, Office of the Vice-Provost and Associate Vice-President (Academic)  
Dr. Adrian Chan, Assistant Vice-President, Office of the Vice-Provost and Associate Vice-President (Academic)

**FROM:** Dr. Shane Hawkins, Director of the College of the Humanities  
Dr. Geoffrey Kellow, Undergraduate Advisor, Bachelor of Humanities

**CC:** Dr. Wallace Clement, Interim Dean Designate, FASS  
Tiffany Douglas, Cyclical Program Review Officer, Office of the Vice-Provost and Associate Vice-President (Academic)

**RE:** **Progress Report on the Action Plan for the BHUM Program**

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This memo constitutes the Bachelor of Humanities' Action Plan Progress Report. It addresses each of the recommendations made in the external reviewers' report, excluding three recommendations for which no action was to be taken.

**Recommendation:** Create an advisory body, comprised of student representatives from all four years of study, to meet annually to review the BHum curriculum and make recommendations to the curriculum committee.

As noted in the Action Plan and the faculty response to the external report (26 May 2016), currently two students are selected each year to sit in on BHum faculty meetings. Those members attend meetings and may suggest items for the agenda, forward motions and vote. As part of the agenda, the representatives are asked to report on any concern of the student body. Also, these students serve to transmit the concerns of the student body, including but not limited to those concerning curriculum.

The Action Plan stated that in addition to this process the program faculty would like to create a student committee of two members from each of the four years of study appointed by the student body. The committee's task will be to make recommendations on curricular matters to the faculty curriculum committee and the Director in the Winter term of every year.

We are in the process of selecting the students representatives this fall term and our first annual meeting will be held this fall of 2017, rather than in the winter 2018 term.

**Recommendation:** The curriculum committee should consider ways to more fully integrate and connect the curriculum, both within and between required classes, to allow the rationale of curricular choices to be appropriately clear to the students.

In the Action Plan we noted that the external reviewers identified the 3000- and 4000-level courses as particular concerns, and some uneasiness among the students regarding their continuity. As promised, this issue was put on the agenda for discussion in the first BHUM council meeting on September 30, 2016. The faculty were agreed that this is largely an issue of communication that can be clarified with some additional effort to explain the curriculum to upper-year students. At the moment no formal method of mutual integration or supervision is deemed appropriate, but rather faculty (especially those teaching the third and fourth year courses) were encouraged to strive to make clear their course's relation to other courses and to explain curricular material to students, while each faculty member is entrusted with a responsibility for understanding and presenting their courses within the larger context of the College curriculum. The course outline for the fourth year core seminar also provides a detailed explanation of how it integrates with the core seminars of the previous years.

In our response to the external review we stated that we also decided to make curriculum integration an agenda item during one council meeting every Winter term. This began in the Winter 2017 term and will be continued in Winter 2018. The Program Curriculum Committee was asked again to prepare any further recommendations and deliver these to the BHUM council in Winter 2018.

**Recommendation:** The writing tutorial service should be expanded, with the writing consultant (or consultants) available for as many as 40 hours per week.

CoH requested funding for a continuation of the writing tutorial service and is happy to report that with support of the Dean of FASS the tutorial service will continue. Funding does not allow the service to be expanded at this point, but it may be possible to do so in the future.

**Recommendation:** Improved coordination of and communication between College and University advisors.

The Action Plan stated that the Undergraduate advisor will consult with the appropriate staff members and where appropriate the staff of the Student Academic Success Centre and provide a report to BHUM faculty at the Winter 2017 term meeting. The past (2016-17) Undergraduate advisor (MacIsaac) and the current advisor (Kellow) have both made renewed efforts to work more closely with their counterparts in the Registrar's Office, SASC and the PMC. Prof. MacIsaac provided a

report to the faculty in Winter 2017 regarding our contacts with these offices. Prof. Kellow will make a report to the faculty in Winter 2018.

**Recommendation:** Advising by the BHum should be as pro-active as possible, stimulating or requiring students to meet to plan their degrees and that there be made a record of this plan kept by both the BHum program and the respective student.

The Action Plan put forward four objectives: 1) The Undergraduate Advisors will continue to visit all four core courses every fall and strongly recommend that each student meet with them to discuss their progress toward completing the degree; 2) When faculty identify students who are academically “at-risk”, the Undergraduate Advisor will schedule an appointment with the student; 3) All meetings between students and the Undergraduate Advisor will be logged in the student’s file, which students may examine at any time, either independently or in consultation with the Undergraduate Advisor; 4) The Undergraduate Advisor will make a record of the consultation available to the student immediately following the meeting.

These actions were implemented immediately beginning in the Fall of 2016; 1) The Undergraduate Advisor visits all four core courses every fall and strongly recommend advising appointments to students; 2) When faculty identify students “at-risk” the UA schedules an advising appointment; 3) All meetings with students are logged in the student’s file, which students may examine at any time, independently or in consultation with the UA; 4) The UA keeps a record of the consultation available to the student immediately following the meeting.

**Recommendation:** Preserve the College of the Humanities’ designated BHum space.

We continue to do what we can to sustain the special status of the administrative and instructional spaces now permanently and exclusively assigned to the program.

**Recommendation:** Carleton University should stress, in its national and international advertisement campaigns, the tremendous work and achievements of the BHum faculty and students.

We continue to lobby the university to promote the program. We are currently promoting the College through various initiatives, including an active twitter feed, Facebook page, and College web pages at Carleton.ca, participation in outreach events, an international essay prize contest, and by other means.

**An additional issue:**

Although it was not one of the recommendations in their report, the external reviewers suggested that the program-level learning outcomes ‘need to be adjusted to match the competencies of the program’.

The Director and BHUM faculty met to discuss learning outcomes on 19 September 2016 and returned to this issue in a Fall 2016 and a Winter 2017 meeting in order to

make adjustments to the outcomes. The Director met with the CUCQA Program Assessment Specialist, Dr. Andrea Thompson, on 20 September for discussion and assistance. A revised set of learning outcomes that takes into account all of the external reviewers' concerns was drafted and, after some revision, should be adopted by vote in a council meeting this September 2017. Many faculty have already included the relevant learning outcomes language from the Cyclical Review in their course outlines.

Recommendations	Steps & Timeline	Personnel Responsible
Create an advisory body, comprised of student representatives from all four years of study, to meet annually to review the BHum curriculum and make recommendations to curriculum committee.	Representatives will be selected and the first annual meeting held in fall of 2017.	Director of College (Hawkins) Undergraduate Advisor (Kellow)
The curriculum committee should consider ways to more fully integrate and connect the curriculum, both within and between required classes, to allow the rationale of curricular choices to be appropriately clear to the students.	The Faculty discussed curriculum integration at meetings of the full faculty in the fall of 2016 and is making an effort to explain the curriculum to upper-year students. The course outline for the fourth year core seminar also provides a detailed explanation of how it integrates with the core seminars of the previous years. Curriculum integration is an agenda item in the Winter term. The Program Curriculum Committee has also been asked again to prepare any further recommendations and deliver these to the BHUM council in Winter 2018.	CoH Faculty
The writing tutorial service should be expanded, with the writing consultant (or consultants) available for as many as 40 hours per week.	The College has secured funding for another year of the writing service and hired an appropriate candidate.	Dean of FASS and Director of CoH.
Improved coordination of and communication between	The past Undergraduate advisor (MacIsaac) and the current advisor (Kellow) have	

College and University advisors.	both endeavoured to work more closely with their counterparts in the Registrar's Office, SASC and the PMC.	
Advising by the BHum should be as pro-active as possible, stimulating or requiring students to meet to plan their degrees and that there be made a record of this plan kept by both the BHum program and the respective student.	Fully Implemented on the Faculty side. Students are able to track their progress through degree using MyAudit.	Undergraduate Advisor
Preserve the College of the Humanities designated BHum space.	Ongoing: We will endeavor to sustain the special status of the administrative and instructional spaces now permanently and exclusively assigned to the program	CoH Director
Carleton University should stress, in its national and international advertisement campaigns, the tremendous work and achievements of the BHum faculty and students.	Ongoing: We will continue to lobby the university to promote the program. We are currently promoting the College through a constantly updated twitter feed, Facebook page and College web pages at Carleton.ca	Director of CoH and Faculty
Learning Outcomes	Many faculty have included the relevant learning outcomes language from the Cyclical Review in their course outlines.	Faculty