

**CARLETON UNIVERSITY COMMITTEE ON
QUALITY ASSURANCE**

**Cyclical Review of the graduate programs
in Communication Studies
Executive Summary**

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

EXECUTIVE SUMMARY

The graduate programs in Communication reside in the School of Journalism and Communication, a unit administered by the Faculty of Public Affairs.

As a consequence of the review, the programs were categorised by the Carleton University Committee on Quality Assurance (CUCQA) 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 School of Journalism and Communication, the Dean of the Faculty of Public Affairs and the Dean of the Faculty of Graduate and Postdoctoral Affairs in a response to the External Reviewers' report that was submitted to CUCQA on February 27, 2019.

An Action Plan detailing how, when and by whom the recommendations will be implemented was received and approved by CUCQA on February 27, 2019.

Communication Studies (GR Programs)

Action Plan

December 2018

External Reviewer Recommendations	Action Item	Owner	Timeline	Will the action described require calendar changes? (Y or N)
<p>1. That administrative support staff be expanded in the program including, at the very least, a full-time Graduate Administrator whose work responsibilities are exclusive to the graduate program.</p>	<p>A formal request will be prepared with the annual 2019-20 budget submission</p>	<p>Unit to prepare a budget submission</p> <p>Funding decision to be made by the University, upon recommendation of the Dean of FPA</p>	<p>mid-2019</p>	<p>N</p>
<p>2. That the unit's commitment to diversity in hiring be continued.</p>	<p>None</p>	<p>Unit</p>	<p>Continuing</p>	<p>N</p>
<p>3. That IT Staffing in the unit be</p>				

considered for expansion.	None at this time	Unit	Continuing	N
4. That trends in library database and trends in digital culture be examined in consultation with relevant faculty to generate future strategies to maximize library resources and their contribution to digital media research.	Formalize terms of reference for unit library rep to ensure consultation with Library and Graduate Committee to develop a program strategy for digital media research	Unit	To begin 2019-20	N
5. That the unit examine the need for a TA Mentor to assist graduate student teachers/teaching assistants in the program.	An application will be submitted to EDC in Winter 2019 for a TA Mentor for 2019-20	Unit (graduate supervisor)	Winter 2019 for 2019-20 academic year	N
6. That future graduate seminars in Communication and Media Studies continue to be held in Richcraft Hall, in the renovated space of what is currently the Survey Research Center.	Classes will be scheduled at the time the 2019-20 timetable is set	Unit	Winter 2019 for 2019-20 academic year	N
7. That the unit engage in continuing				

<p>conversations about the viability of summer program offerings.</p>	<p>As a pilot, we have scheduled two graduate seminars for Spring 2019 to test student demand; however, a commitment to pursuing this more fully will require additional resources.</p>	<p>Unit</p>	<p>Spring 2019</p>	<p>N</p>
<p>8. That the graduate program supervisor clarify the status of the foreign language competency expectations for particular cohorts.</p>	<p>The foreign language requirement no longer exists. Students will be notified individually that this requirement has been eliminated from the program.</p>	<p>Unit</p>	<p>Immediate</p>	<p>N</p>
<p>9. That program administration continue to work to clarify expectations concerning the second comprehensive exam.</p>	<p>The program has already developed a brief summary document and the Graduate Supervisor has begun meeting with second year PhD students as a cohort to clarify expectations about the second comprehensive examination.</p>	<p>Unit</p>	<p>Immediate</p>	<p>N</p>

<p>10. That program administration continue to work to clarify the expectations of the initial faculty mentor.</p>	<p>No new action</p>	<p>Unit</p>	<p>Continuing</p>	<p>N</p>
<p>11. That graduate students be given additional opportunity for feedback in the annual revision of the Graduate Handbook and that the Handbook be placed in a particularly prominent location on the program's Graduate website.</p>	<p>Handbook to be posted to program website.</p>	<p>Unit</p>	<p>Continuing</p>	<p>N</p>
<p>12. That the University, the Faculty of Graduate and Postdoctoral Affairs and the unit work to develop strategies for providing predictable</p>	<p>We have initiated discussions with FGPA on this subject and will continue to pursue possible strategies that we hope may result in improved financial packages for students.</p>	<p>FGPA and FPA, with support from Unit</p>	<p>Continuing</p>	<p>N</p>

<p>funding at adequate levels for PhD students entering the latter stages of their degree programs.</p>				
<p>13. That the unit work with the University and the Faculty of Graduate and Postdoctoral Affairs to develop strategies for providing additional conference travel funding for PhD students.</p>	<p>The unit will pursue additional opportunities for conference travel funding in consultation with FPA and FGPA.</p>	<p>FGPA and FPA, in consultation with Unit</p>	<p>Continuing</p>	<p>N</p>
<p>14. That the Faculty of Graduate and Postdoctoral Affairs and the University make strenuous efforts to improve funding arrangements for international graduate students, such that their recruitment becomes feasible.</p>	<p>The unit will continue to pursue opportunities to offer attractive funding packages to qualified international graduate students</p>	<p>FGPA, with support from the Unit</p>	<p>Continuing</p>	<p>N</p>
<p>15. That the graduate program supervisor explores additional ways to clarify, effectively communicate, and consistently apply</p>	<p>While there is no need for “new action”, the unit will continue to make new and current students aware of the time-to-completion goals, and to ensure that requests for program extensions are</p>	<p>FGPA and Unit</p>	<p>Continuing</p>	<p>N</p>

unit norms concerning late-stage registration status and program extensions.	appropriate in relation to student research projects.			
16. That the unit be encouraged to consolidate its strengths and to develop and pursue collegially generated priorities that build upon the solid foundation that has been established in its graduate programs.	No new action	Unit	Continuing	N
17. That the unit be encouraged to continue its deliberate, intentional approach to collegial development of assessment metrics and practices consistent with its mission and appropriate to its specific program content, objectives and priorities.	No new action	Unit	Continuing	N
18. That the unit be supported in applying collegially established	We have an open file on experiential learning in the graduate committee and are discussing ways to integrate it into our program for 2019-2020. We will investigate the possibility of requesting	Unit	Continuing	N

<p>definitions and criteria that are reflective of local practice in meeting university-wide requirements to provide “experiential learning” credits or similar initiatives. It is further recommended that any initiative to develop additional experiential learning programming be deferred until adequate support staff resources are in place.</p>	<p>new fiscal and base funding to aid our efforts from the Office of the Provost and FPA through special and annual budget submission processes.</p>			
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