

**CARLETON UNIVERSITY COMMITTEE ON
QUALITY ASSURANCE**

Cyclical Review of the BA and MA in Philosophy

Executive Summary

This Executive Summary of the cyclical review of Carleton's BA and MA programs in Philosophy are provided pursuant to articles 4.2.5-4.2.6 of the provincial Quality Assurance Framework and articles 5.1.9.23-24 and 5.1.9.26-27 of Carleton's Institutional Quality Assurance Process (IQAP)

The BA and MA programs in Philosophy are administered by the University's Department of Philosophy, an academic unit of the Faculty of Arts and Social Sciences.

As a consequence of the review, both programs were categorized by the Carleton University Committee on Quality Assurance (CUCQA) as being of **good quality** (Carleton's IQAP 5.1.9.12).

The external reviewers' report offered a very positive assessment of the two programs. In their view, the discipline of philosophy at Carleton University is thriving and the Department is energetic, providing students with a "rigorous and balanced education." Of particular note is the strong sense of community that the Department has built among its students and faculty. However, a number of opportunities were identified for program enhancement, as a result of which one report for each of the bachelor's and master's program is being requested, to be submitted on 30 June 2015. The issues to be addressed in each case are as follows:

For the **Bachelor's** Program:

1. That the Department consider introducing a required course in logic;
2. That steps be taken to ensure that there is coordination with contract instructors with respect to teaching material.

For the **Master's** Program:

1. That the Department consider adding a logic requirement
2. That steps be taken to increase opportunities for teaching assistants to obtain teaching experience;
3. That consideration be given to the establishment of a "Climate and Equity Committee" in the Department;
4. That support for students applying for external grants be provided.

The Department has provided Action Plans for each program detailing how these issues will be addressed.



DEPARTMENT OF PHILOSOPHY

DATE: 2014 September 26

TO: John Shepherd, Vice-Provost and Associate Vice-President (Academic)

CC: John Osborne, Dean of the Faculty of Arts and Social Sciences

FROM: Jay Drydyk, Acting Chair, Department of Philosophy

RE: Outcome of the Cyclical Review of the Bachelor's Programs in Philosophy – Action Plan

The Department of Philosophy has been requested by CUCQA to report on two issues:

1. The introduction of a logic course. The Committee notes that this has been an issue since the 2007 UPR review, and that there appears to be a degree of ambivalence in the Department's response to the recommendation of the external reviewers in this regard. The Committee feels that the context for the consideration to be given to this issue could be clarified by reviewing the learning outcomes for the program. With clear learning outcomes, the necessity or otherwise for a logic course may become more evident. The Department is encouraged to consult with Ann Clarke-Okah, the learning outcomes consultant in my office, with regard to the program learning outcomes and their relationship to a possible logic course.
2. Steps taken to ensure that there is coordination with contract instructors with respect to the teaching of core material and the teaching of courses that fit smoothly with the program's broader offerings. Once again, a review of the program learning outcomes may assist in providing a clear context for this initiative.

Regarding the first issue, the Department has decided in a Department Meeting to refer to the Departmental Curriculum Committee the question of whether a logic requirement is mandated by the program's learning outcomes, and to report back to the Department in time for any curriculum changes to be completed in 2015 curriculum change cycle. The Departmental Curriculum Committee comprises the Undergraduate Supervisor, the Graduate Supervisor, and the Chair, who will manage the process.

Regarding the second issue, the Chair will consult with tenured and tenure-track faculty regarding courses that (a) are typically taught by contract instructors but (b) about which those faculty have expertise, with a view to drawing up course descriptions more detailed than the calendar descriptions, suitable for including in job advertisements for the contract instructors. This process will be managed by the Chair and should be completed in time for contract instructor hiring for courses in Fall 2015.

This action plan is endorsed by the Dean of the Faculty of Arts and Social Sciences.

Actions	To be completed by	Responsible
1a Departmental Curriculum Committee makes a recommendation regarding a logic requirement	February 1, 2015	Chair: Jay Drydyk
1b Departmental Meeting decides on logic requirement and submits to FASS Curriculum Committee	July 1, 2015	Chair: Jay Drydyk
2 Consult with faculty to write more detailed course description for inclusion in contract instructor postings	April 1, 2015	Chair: Jay Drydyk



DEPARTMENT OF PHILOSOPHY

DATE: 2014 October 1

TO: John Shepherd, Vice-Provost and Associate Vice-President (Academic)

CC: Matthias Neufang, Dean of the Faculty of Graduate and Postdoctoral Affairs

CC: John Osborne, Dean of FASS

FROM: Jay Drydyk, Acting Chair, Department of Philosophy

RE: Outcome of the Cyclical Review of the Master's Programs in Philosophy – Action Plan

The Department of Philosophy has been requested by CUCQA to report on four issues:

1. The addition of a logic requirement. The Committee would prefer the Department to reconsider its position on this and would once again encourage a review of the master's-level learning outcomes in order to have a clear context for this reconsideration. The Committee notes the commitment of the Department to require a student to take additional undergraduate courses if it feels that the student has insufficient background in this area. Fulfilling this reporting requirement is therefore linked to the requirement to report on the first issue in the undergraduate report.
2. Steps taken to increase opportunities for teaching assistants to obtain teaching experience. Reporting on this item will require consultation with the Dean of the Faculty of Graduate and Postdoctoral Affairs.
3. The establishment of a Climate and Equity Committee in the Department. The Committee regards this as important not only to the equitable distribution of administrative duties, but also to increasing the number of women master's candidates as well as retaining talented women faculty.
4. Support for students applying for external grants. There is clearly a difference of perception with respect to this issue between students and faculty. The Department is encouraged to consult with the Dean of the Faculty of Graduate and Postdoctoral Affairs to resolve this discrepancy and to initiate whatever steps are necessary to improve levels of support should this prove necessary.

On the first issue, a Department Meeting has decided to ask the Departmental Curriculum Committee to develop a proposal for requiring an undergraduate logic course as an admissions requirement (which could be satisfied after admission to the MA by students whose undergraduate transcripts do not include such a course). The Committee was asked to report back to the Department in time for any curriculum changes to be completed in the 2015 curriculum cycle. The Departmental Curriculum Committee comprises the Undergraduate Supervisor, the Graduate Supervisor, and the Chair, who will manage the process.

As to the second issue, the Chair has requested that faculty and contract instructors consider allowing their teaching assistant to give a lecture for their course. In addition, we will continue to notify our MA students of the Grad Navigate workshops on teaching and professional development. Being MA students, they do not yet meet the qualification (having an MA in philosophy) for being hired to teach an undergraduate course as a contract instructor. Moreover, we do not at present have enough teaching assistants to offer discussion groups along with lecture courses, though we will consider doing so after the new Ph.D. program in Ethics and Public Affairs increases the number of TAs available.

A Departmental Equity Committee (as these committees are typically called in philosophy departments) has been struck, and the faculty members of that committee have been appointed. They will decide at their first meeting whether and how to add student members.

The ‘discrepancy between students and faculty’ on external grants is this: despite efforts of the Graduate Supervisor and Administrator to inform MA students of external scholarship opportunities, some of the students felt that more could be done. (After consulting with the Dean of FGPA, we find that internal scholarship support is solid.) To remedy the external scholarship issue, the department has developed and distributed a detailed guide for its MA students, which not only refers students to resources available outside the department but also includes an offer of departmental help in getting faculty feedback on application drafts. (It is appended to this memo.) The department has also begun to collect copies of successful OGS and SSHRC applications by Philosophy students, and this practice will be continued.

This plan has been approved by FASS Dean John Osborne and FGPA Dean Matthias Neufang.

Action	To be completed by	Responsible
1a Departmental Curriculum Committee makes a recommendation regarding a logic requirement	February 1, 2015	Chair: Jay Drydyk
1b Departmental Meeting decides on logic requirement and submits to FGPA	July 1, 2015	Chair: Jay Drydyk
2a Request faculty and contract instructors to consider inviting their teaching assistants to give a lecture in their classes	Completed (and to be continued)	Chair: Jay Drydyk
2b Inform students of Grad Navigate workshops on teaching and professional development	Completed (and to be continued)	Chair: Jay Drydyk
2c Consider adding more discussion groups to lecture classes as Ph.D. students become TAs	December, 2015	Next Chair: David Matheson
3 Create a departmental equity committee	Completed (and to be continued)	Chair: Jay Drydyk
4 Create and distribute a guide to applying for external graduate scholarships and collect successful applications. Make available to new applicants a file of successful applications.	Completed (and to be continued)	Chair: Jay Drydyk



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Applying for Graduate Scholarships – A Guide for Students in Philosophy

Five types of scholarship may be available to you: (a) need-based Carleton bursaries; (b) merit-based Carleton endowed awards; (c) Ontario Graduate Scholarship; (d) Canada Graduate Scholarship – Master’s; (e) Social Science and Humanities Research Council (SSHRC) Doctoral Fellowship.

On the website of the Faculty of Graduate and Postdoctoral Affairs, you can find more information about all of these: <http://gradstudents.carleton.ca/awards-and-funding/>

You must have a minimum 10.0 GPA on your last 10 full credits to apply for internal awards. For first-year MA students, this usually means your last two years of your undergraduate degree. For second year MA students, your first year MA grades will be used, then we’ll count back in your undergraduate degree until we have 10 full credits. If the word “outstanding” is used in the internal award description, this generally means they are looking for a student who has a GPA of about 11.5. For external awards, OGS requires a 10.0 minimum GPA to apply while SSHRC requires a minimum of 11.0 in the last two years of study. If you’d like to know your GPA, ask Sandy.

Bursaries

These are most often awarded to students in difficult financial circumstances. You must make the application on your own behalf. The application package differs for each bursary; see descriptions for details. Complete applications are due to Sandy by September 29.

Merit-based Endowed Awards at Carleton

The Department makes these applications on behalf of as many M.A. students as possible. We match students with the stated purposes and requirements of the scholarships and, where required, we ask faculty for letters of support. Some scholarships require specific forms; see descriptions for details.

Ontario Graduate Scholarship

Three information sessions are being held by the University:

- Monday, Sept. 15 : 1-3:30 p.m. Tory Building Room B340
- Thursday, Sept. 18 : 10:30 a.m.-Noon, Southam Hall Room 624
- Friday, Sept. 19 : 1-3:30 p.m. Tory Building Room 209

Detailed instructions and samples of successful OGS proposals can be found at <http://gradstudents.carleton.ca/awards-and-funding/external-awards/ogs/>. First-year MA students may have to ask their previous referees for references, unless you have already submitted a substantial amount of work to your Carleton professors. Undergraduates who are applying to MA programs, and MA students applying to Ph.D. programs, may also apply for OGS at the schools to which they are applying. Check individual universities for their deadlines as they all differ. All application materials, including letters of reference, are due to Sandy by December 1, 2014.

Canada Graduate Scholarship – Master’s

Carleton has been allocated 45 of these for social sciences and humanities. Selection criteria are shown on the SSHRC website (http://www.nserc-crsng.gc.ca/Students-Etudiants/PG-CS/CGSM-BESCM_eng.asp#application_procedure), but in practice the first cut is made on the basis of grades. You make the application online, and you must also fill out a Canadian Common CV. Application instructions are here: http://www.nserc-crsng.gc.ca/ResearchPortal-PortailDeRecherche/Instructions-Instructions/CGS_M-BESC_M_eng.asp. You must include a statement of your proposed MA research, transcripts, and information about your two referees, who will be contacted by SSHRC with links for uploading their references. Application must be completed online by December 1st, 2014.

SSHRC Doctoral Fellowship

You can apply in the second year of your Master’s program for a SSHRC Doctoral Fellowship if you are planning to enter a Ph.D. program. Applications are made online, with attachments. Your program of study description briefly describes your master’s research and goes on to describe the doctoral research you want to do – all in two pages. From the online form, you produce a pdf, to which you add **paper letters of reference**. Our department receives applications, appraises and ranks them, and forwards all of this to a pre-selection committee within Carleton, which is allowed to forward only a limited number of applications to SSHRC. Applications approved by Carleton are not assured of approval by SSHRC. To see what is involved in an application, look here: http://www.sshrc-crsh.gc.ca/funding-financement/apply-demande/tips-astuces/doctoral_awards-bourses_de_doctorat-eng.aspx. Completed packages are due to Sandy on October 17, 2014.

The Department will provide feedback on draft applications. You may also view some previously successful applications. Contact Sandy for information.