

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

EXECUTIVE SUMMARY

The undergraduate and graduate programs in Law and Legal Studies reside in the Department of Law and Legal Studies, a unit administered by the Faculty of Public Affairs.

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 7.2.13).

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 Law and Legal Studies, 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 and Implementation on Plan that was submitted to SQAPC on June 18, 2020.

**Law – Undergraduate and Graduate Programs
Implementation Plan
20-04-17**

External Reviewer Recommendation	Action Item	Owner	Timeline	Will the action described require calendar changes? (Y or N)
<p>1. <i>Add frontline administrative support (convert the .5 front line position to 1) to enhance efficiency and enable the department to be proactive in supporting students.</i></p>	<p>LLS to request ODFPA to increase existing 0.5 Undergraduate and Administrative Assistant position from 0.5 FTE to 1.0 FTE</p>	<p>LLS</p>	<p>Winter 2020</p>	<p>N</p>
<p>2. <i>Develop ways to address the uneven distribution of graduate supervision and enhance broad faculty engagement with graduate programs, including developing a policy for formal recognition of graduate supervision in faculty workload.</i></p>	<p>Continue discussions within LLS to determine best ways to achieve more even distribution; Begin discussions with ODFPA about potential policy development.</p>	<p>LLS LLS</p>	<p>Ongoing Ongoing</p>	<p>N</p>
<p>3. <i>Add faculty to increase the capacity to deliver courses at the fourth-year level without increasing class sizes.</i></p>	<p>LLS to request more tenure-track faculty positions to be allocated to the Department by ODFPA and Provost</p>	<p>LLS</p>	<p>Winter 2020</p>	<p>N</p>

<p>4. Add courses on Indigenous issues and the law, as well as colonial legal matters, to the curriculum.</p>	<p>Continue current review of curriculum to identify opportunities for additional Indigenous content and continue to explore opportunities for hiring additional Indigenous faculty members.</p>	<p>LLS</p>	<p>Ongoing</p>	<p>Y</p>
<p>5. Elaborate learning outcomes for core undergraduate courses with multiple sections.</p>	<p>Draft and implement learning objectives/outcomes for core courses (Approximately 4 courses per year)</p>	<p>LLS</p>	<p>Initiate Fall 2020, target completion April 2023</p>	<p>N</p>
<p>6. Improve efficiency of Research Accounts in disbursing funds.</p>	<p>Continue ongoing discussions with Associate Dean Research in ODFPA to advocate on behalf of the Department with Research Accounting</p>	<p>LLS, Research Accounting</p>	<p>Ongoing</p>	<p>N</p>
<p>7. Prioritize in-program students for teaching assistantships.</p>	<p>The Department will consult with graduate students to clarify these concerns. Once the specific nature of the concern is identified, the Department will then initiate discussions with FGPA and Associate Dean Academic, ODFPA, as appropriate.</p>	<p>LLS</p>	<p>Fall 2020</p>	<p>N</p>

<p>8. Make the TA allocation process more transparent to students.</p>	<p>Create document explaining general steps in TA allocation and assignment process.</p>	<p>LLS</p>	<p>Spring 2021</p>	<p>N</p>
<p>9. Ensure the Department has autonomy to determine priorities in TA allocation.</p>	<p>The Department will consult with graduate students to clarify these concerns. Once the specific nature of the concern is identified, the Department will then initiate discussions with FGPA and Associate Dean Academic, ODFPA, as appropriate.</p>	<p>LLS</p>	<p>Fall 2020</p>	<p>N</p>
<p>10. Add space for visiting scholars, post-doctoral fellows, and research teams</p>	<p>Confirm allocation of additional space to LLS by ODFPA; work to allocate some of the new available space to visitors and research teams.</p>	<p>LLS</p>	<p>New space is anticipated to become available Summer 2021</p>	<p>N</p>
<p>11. Improve air quality and temperature control in the building.</p>	<p>Report concerns to Loeb Building authority and request follow-up with Facilities Management at Carleton</p>	<p>LLS, Loeb Building Authority, Facilities Management</p>	<p>Fall 2020</p>	<p>N</p>
<p>12. Set up a clear process to evaluate progress on responding to this Report's recommendations</p>	<p>Follow established process for Quality Assurance Review</p>	<p>Office of Vice – Provost (Academic)</p>	<p>Ongoing</p>	<p>N</p>

<p>13. <i>Develop university, faculty and departmental strategies for international and national recruitment of MA and PhD students.</i></p>	<p>In addition to current processes initiated with ODFPA, initiate discussions with FGPA to develop additional recruitment strategies</p>	<p>LLS; ODFPA; FGPA</p>	<p>Initiate additional discussions Summer 2020 with completion of revamped recruitment process by Winter 2022</p>	<p>N</p>
<p>14. <i>Bolster PhD comprehensive exam committees (external examiner outside committee)</i></p>				<p>N</p>
<p>15. <i>Convene a Workshop on Teaching for PhD students at the end of year 2 of the programme.</i></p>	<p>Initiate consultation with EDC to determine how LLS PhD students can be best trained for teaching, including possibility of developing LLS workshop</p>	<p>LLS; EDC</p>	<p>Fall 2020</p>	<p>N</p>
<p>16. <i>Offer anticipated course pathways and timelines that reflect progression through undergraduate program concentrations (enunciating which courses taken in year one and two are prerequisites for fourth year courses).</i></p>	<p>Work with EDC to develop pathways resource for various programs.</p>	<p>LLS</p>	<p>Winter 2022</p>	<p>N</p>
<p>17. <i>Embrace the idea that Law undergraduate programs are “pre-law” for many students and re-imagine what that could mean by drawing on the interdisciplinary and critical</i></p>				<p>N</p>

<i>orientation of the department.</i>				
18. <i>Improve graduate student funding to enhance recruitment, especially for international students.</i>	Initiate discussions with FGPA concerning this issue.	LLS, FGPA	Winter 2021	N
19. <i>Give SSHRC etc. recipients top-up scholarships and reallocate base funding.</i>	Initiate discussions with FGPA about this issue.	LLS, FGPA	Winter 2021	N
20. <i>Create a PhD ad hoc committee to make recommendations with respect to recruitment, course diversity, and the timing and nature of professional development initiatives.</i>	Initiate discussions among faculty and PhD students to determine best process to move forward with this recommendation.	LLS	Initiate process Fall 2020	N
21. <i>- Enhance communication by adding profiles for CIs on the Department website and highlighting guest speakers.</i>	Collect updated CI profiles and add to department website as available	LLS	Ongoing	N

<p>22. <i>Embark on an inclusive strategic dialogue for the Department to consider how to narrate its collective strength and distinctiveness, as well as articulate an academic vision for its future directions.</i></p>	<p>Continue ongoing inclusive strategic dialogue in the Department, including scheduling additional department retreats to engage this process</p>	<p>LLS</p>	<p>Ongoing</p>	<p>N</p>
<p>23. <i>Create an executive committee (comprising the chair, associate chair, graduate and undergraduate supervisors, and a contract Instructor representative — supported by appropriate administrators) to assist the Chair in decisions regarding academic course assignments and offerings.</i></p>	<p>Chair to continue consulting with Undergraduate Supervisor, Graduate Supervisor, and Associate Chair during timetable construction</p>	<p>LLS</p>	<p>Ongoing</p>	<p>N</p>
<p>24. <i>Create a mechanism for CI input on undergraduate curriculum, perhaps by adding a CI to the undergraduate curriculum committee.</i></p>	<p>The Department will undertake to consult CI representatives</p>	<p>LLS</p>	<p>Fall 2020</p>	<p>N</p>
<p>25. <i>Enlarge PhD student space by renovating current space or providing shared offices.</i></p>	<p>Confirm allocation of new space to LLS; work to allocate some of this new space to PhD students</p>	<p>LLS and ODFPA</p>	<p>New space is anticipated to become available Summer 2021</p>	<p>N</p>
<p>26. <i>The Department (through its graduate studies committee) should liaise with the Faculty of Graduate and Postdoctoral Affairs to develop strategies for increasing the number of PDFs</i></p>	<p>Consult with FGPA, ODFPA concerning ways to recruit PDFs to department. Department to continue applying to ODFPA</p>	<p>LLS</p>	<p>Ongoing</p>	<p>N</p>

<i>within the Department.</i>	postdoctoral position competition.			
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