

**REPORT OF THE ACADEMIC PLANNING COMMITTEE
TO THE REGULAR June 2018 SENATE**

FOR INFORMATION

Eighteen-month follow-up from ACAPLAN’s recommendations from the Program Review for the following program: **M.A. in History Program**

Below is an excerpt from the Institutional Quality Assessment Process at Laurentian University approved at the Quality Council in June 2011.

PROCESS FOR FOLLOW-UP

No later than 18 months after Senate submission, those responsible for implementing the changes writes a report to the Dean and to ACAPLAN, on the actions it has taken in response to the review. If ACAPLAN does not find the response satisfactory, it may ask the program for further actions.

SUMMARY OF THE CYCLICAL PROGRAM REVIEW OF THE MUSIC DEPARTMENT

ACAPLAN’s recommendations are below, and the actions that the MA Program in History/maitrise en histoire programs have taken are described in the last column, under the heading “Timeline/Update.”

**LAURENTIAN QUALITY ASSURANCE IMPLEMENTATION PLAN FOR THE
MA PROGRAM in HISTORY**

Recommendation	Proposed Follow-up	Responsibility for Leading Follow-up	Timeline / Update
1. Maintain and strengthen the francophone complement of the faculty and the resources available for the program in histoire.	Hire an additional faculty to teach l’histoire des autochtones.	Chair working with Dean of Arts	Over the last few years we have hired two tenure-stream francophone professors and are continuing to lobby for the “autochtones” position
2. The faculty must enhance its orientation for new students	i. Revise orientation for incoming MA students to include a greater discussion of the various responsibilities they will have as GTAs.	Program Coordinator	i. beginning in Sept 2017, this was done through a revised orientation talk that addresses the wide range of responsibilities a

	<p>ii. Bring Graduate Handbook up to date with departmental practice to indicate more clearly the significance of HIST5090 in the one-year program and that the one-year program in histoire may not be available, depending upon whether there are sufficient faculty to deliver the necessary courses</p> <p>iii. Have students attend orientation day sponsored by the Faculty of Graduate Studies</p>		<p>GTA will have</p> <p>ii. The Graduate Handbook has been updated to indicate clearly the significance of HIST5090 in the one-year program, and that the one-year program in histoire may not be available because of our limited complement of Francophone faculty</p> <p>iii. Our students are now required to attend the Orientation Day run by the Faculty of Graduate Studies</p>
<p>3. Ensure that the central administration (particularly the Registrar’s Office, Finance and the Graduate Office) have clearly established procedures to inform students about their status, tuition and other matters that concern them.</p>	<p>Meet with administrators responsible for those area to establish protocols which can be communicated to students</p>	<p>Program Coordinator</p>	<p>For several years we have been communicating with the central administration about issues surrounding our program. The most important matter concerns the fees for our one-year program, which were set at an egregiously high level (today they are about \$15,000) about a decade ago. These talks are continuing and we are optimistic that they will lead to improvements in addressing these issues.</p>

<p>4. Improve library services to students, more specifically</p> <ul style="list-style-type: none"> i. Increase the budget for the acquisition of history resources; ii. Add more microfilm readers; iii. Provide better access to library carrels. 	<p>Meet with University Librarian</p>	<p>Program Coordinator</p>	<p>The library has:</p> <ul style="list-style-type: none"> i. raised the book budget \$4,000 for English and \$4,000 for French History materials, and this represents a significant increase; ii. added one brand new, high quality microfilm reader iii. helped us communicate more effectively to our students the process through which they apply for access to library carrels
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The Dean of Arts shall be responsible for monitoring the implementation plan. The details of progress made shall be presented in the Dean’s Annual Report and filed with the Vice-President Academic and Provost. The executive Summary and the monitoring reports will be posted on Laurentian University’s web site.

CONCLUSION

The MA program in History is approved to continue and it will be reviewed in the fall of 2023.