

Two-Year Progress Report

Social Development Studies (BA)

October 2019

Background

In accordance with the University Institutional Quality Assurance Process (IQAP), a self-study was submitted by the Department of Social Development Studies (SDS) to the Associate Vice-President, Academic in June 2016. The self-study presented the program descriptions and learning outcomes, an analytical assessment of the program, data collected from a student survey, and the standard data package prepared by the Office of Institutional Analysis & Planning (IAP).

Two arm's-length external and one internal reviewer examined the self-study documentation and then conducted a site visit on January 19-20, 2017. The visit included interviews with the Associate Vice-President, Academic; the President of Renison University College; two Faculty Associate Deans of Arts; the Department Chair; Renison's Administrative Dean; Chairs of other programs at Renison; faculty members, staff and students.

The Final Assessment Report was approved by Senate Undergraduate Council (SUC) in September 2018.

Progress on Implementation Plan

Each recommendation included in the Final Assessment Report is listed below with an update on its status. Rationales for alterations to the original implementation plan and timelines are included.

The most significant development that arose since the 2017 program review was the creation of a Renison faculty association in April 2018, the Renison Association for Academic Staff (RAAS). RAAS has been working on negotiating a Memorandum of Agreement with the administration, which will address issues related to workload and research support that were raised by the program reviewers in discussion with faculty.

Recommendations

1. Include part-time instructors in department meetings to ensure the depth and viability of the program and its curriculum.

Status: Completed

Details: Unlike full-time faculty, part-time instructors are not paid to attend meetings, and they do not have voting rights at meetings. Rather than invite all of them to attend Department meetings then, an SDS instructor group was created on LEARN to facilitate communication. Minutes from department meetings are posted there so they are available to part-time instructors. The Chair seeks feedback via email in advance of department meetings for topics relevant to part-time instructors, inviting further conversation if desired. Depending on the willingness and availability of the sessional instructors, representatives may also be invited to participate in department meetings to ensure their perspectives are included in discussion. The Department continues to hold annual workshops and dinners including all full-time and part-time instructors.

2. Explore the creation of an Interdisciplinary Master's degree with other units in Renison and beyond.

Status: Incomplete

Details: The Academic Dean at Renison shows interest and support for the development of an MA program. Work towards this initiative has been delayed due to other priorities. A group of interested SDS faculty members and the SDS Chair will work with the Dean to explore the possibility further. Anticipated start to this discernment process is May 2020.

3. To ensure the continuation of a high quality program and improve the ratio of full-time to part-time instructors, it is recommended that the Department be granted 2-3 additional tenure-track faculty positions.

Status: In progress

Details: The Department hired one new full-time tenure-track faculty member who began July 1st, 2018. The Dean has indicated that one further hire will be delayed due to budget cuts (for a start date of July 1st, 2021).

4. Establish an Associate Chair position to provide support for the Chair and to raise the profile of SDS in the Faculty of Arts and the University.

Status: Not selected for implementation at this time

Details: The new Chair (as of July 1st, 2018) kept track of her duties from July to December 2018. During this time, she surveyed Associate Chairs in six other Faculty of Arts departments about their duties. From this investigation it became clear that the majority of typical Associate Chair duties are already being done either by SDS administrative staff (e.g., advising students, approval of plan modifications), or by the Renison Registrar's office (e.g., managing course enrollment, review of transfer credits). In February 2019, this information was brought to a department meeting and it was

agreed that the Department would not proceed with the creation of an Associate Chair position at this time.

5. To meet expanded administrative support roles in academic advising and recruitment, it is recommended that an additional .5 to 1.0 support person be hired.

Status: Completed

Details: An additional .5 administrative support person for SDS was hired in February 2018.

6. Review SDS teaching loads and supports in light of a desire for increased research productivity and higher profile for the SDS program, as well as the apparent inequity between teaching loads in Faculty of Arts and SDS.

Status: In progress

Details: A faculty association was formed at Renison in April 2018. The Renison Association of Academic Staff (RAAS) has taken on the task of addressing workload and research supports as part of the negotiation of their Memorandum of Agreement. Expected completion date of the agreement is December 2019.

7. To enable the growth of research and retain research-intensive faculty members in SDS, increase the number of course remissions available to faculty to support their research programs.

Status: In progress

Details: In recent years, SDS faculty with active research programs have typically been granted one course remission per academic year, upon approval of the Dean. The eligibility criteria and application process are currently being formalized in RAAS negotiations.

8. Help faculty to identify matching fund sources – [particularly for faculty applying to highly competitive tri-councils such as CIHR and SSHRC].

Status: Completed

Details: Renison regularly supports applications for matching grants with faculty. The Academic Dean consults with faculty about their research plans. Faculty are often referred to the University of Waterloo's Office of Research for further assistance.

9. Explore ways to improve communication and engagement with the SDS program including formalizing an SDS/Faculty of Arts liaison person to apprise the Faculty of Arts on SDS activities.

Status: In progress

Details: The Dean continues to examine the existing lines of communication and committee memberships with an eye to improving communication and deepening engagement with Arts, in consultation with the Chair of SDS and the Dean of Arts.

Greater communication and engagement with the Faculty of Arts has also become part of the agenda for Renison's recently hired Director of External Relations and Communications.

10. Incorporate SDS more directly in the development of materials and process of recruitment for the SDS program. Highlight the dynamic and innovative research in SDS as a means to recruit students with higher academic aspirations.

Status: In progress

Details: One of the SDS administrative staff has been named as the point person for Renison's Marketing Department to reach out to in regards to the development of materials, and is connected with Marketing and Undergraduate Recruitment on main campus. A recently hired Communications Manager for Renison is working on developing content for web and print to highlight SDS faculty research and student accomplishments.

Updated Implementation Plan

	Recommendations	Proposed Actions	Responsibility for Leading and Resourcing (if applicable) the Actions	Timeline for addressing Recommendations
1	Include part-time instructors in department meetings to ensure the depth and viability of the program and its curriculum.	<ol style="list-style-type: none"> Minutes from department meetings are posted on SDS Learn site so they are available to part-time instructors. The Chair seeks feedback via email in advance of department meetings for topics relevant to part-time instructors. Representatives may also be invited to attend meetings. The Department will continue to hold annual workshops and dinners including all full-time and part-time instructors. 	SDS Chair	Completed
2	Explore the creation of an Interdisciplinary Master's degree with other units in Renison and beyond	The Academic Dean at Renison shows interest and support for the development of an MA program. A group of interested SDS faculty members and the SDS chair will work with the Dean to explore the possibility further.	Renison Dean and SDS Chair, Arts Associate Dean of Graduate Studies	Anticipated start to discernment process is May 2020
3	To ensure the continuation of a high quality program and improve the ratio of full-time to part-time instructors, it is recommended that the Department be granted 2-3 additional tenure-track faculty positions.	The Department hired one new full-time tenure-track faculty member who began July 1 st , 2018. Another search will begin in fall 2020.	Renison President and Dean	One full-time tenure track position began July 1 st , 2018; second scheduled for July 1 st , 2021

4	Establish an Associate Chair position to provide support for the Chair and to raise the profile of SDS in the Faculty of Arts and the University.	The new Chair (as of July 1 st , 2018) kept track of her duties and surveyed associate chairs in six other Faculty of Arts departments about their duties. From this investigation it became clear that the majority of typical associate chair duties are already being done either by SDS administrative staff or by the Renison Registrar's office. The department agreed not to proceed with the creation of an Associate Chair position at this time.	Not selected for implementation	Not selected for implementation
5	To meet expanded administrative support roles in academic advising and recruitment, it is recommended that an additional .5 to 1.0 support person be hired.	An additional .5 administrative support person for SDS was hired in February 2018.	Completed	Completed February 2018
6	Review SDS teaching loads and supports in light of a desire for increased research productivity and higher profile for the SDS program, as well as the apparent inequity between teaching loads in Faculty of Arts and SDS.	A faculty association was formed at Renison in April 2018. The Renison Association of Academic Staff (RAAS) has taken on the task of addressing workload and research supports as part of the negotiation of their Memorandum of Agreement.	RAAS and Renison administration negotiating teams	Expected completion date of agreement is December 2019
7	To enable the growth of research and retain research-intensive faculty members in SDS, increase the number of course remissions available to faculty to support their research programs.	SDS faculty with active research programs have typically been granted one course remission per academic year, upon approval of the Dean. The eligibility criteria and application process are currently being formalized in RAAS negotiations.	RAAS and Renison administration negotiating teams	Expected completion date of the agreement is December 2019

8	Help faculty to identify matching fund sources – [particularly for faculty applying to highly competitive tri-councils such as CIHR and SSHRC].	Renison regularly supports applications for matching grants with faculty. The Academic Dean consults with faculty about their research plans. Faculty are often referred to the University of Waterloo’s Office of Research for further assistance.	Renison Dean	Ongoing
9	Explore ways to improve communication and engagement with the SDS program including formalizing an SDS/Faculty of Arts liaison person to apprise the Faculty of Arts on SDS activities.	<p>The Dean continues to examine the existing lines of communication and committee memberships with an eye to improving communication and deepening engagement with Arts.</p> <p>Greater communication and engagement with the Faculty of Arts has also become part of the agenda for Renison’s recently hired Director of External Relations and Communications.</p>	SDS Chair, Renison Dean, Renison Director of External Relations and Communications, Associate Dean of Arts Undergraduate	Ongoing
10	Incorporate SDS more directly in the development of materials and process of recruitment for the SDS program. Highlight the dynamic and innovative research in SDS as a means to recruit students with higher academic aspirations.	One of the SDS administrative staff has been named as the point person for Renison’s Marketing Department to reach out to in regards to the development of materials, and is connected with Marketing and Undergraduate Recruitment on main campus. A recently hired Communications Manager for Renison is working on developing content for web and print to highlight SDS faculty research and student accomplishments.	SDS Chair, Renison Manager of Marketing and Recruitment, Renison Director of External Relations and Communications	Ongoing

The Department Chair/Director, in consultation with the Dean of the Faculty shall be responsible for monitoring the Implementation Plan.



Date of next program review: 2023 - 2024
Date

Signatures of Approval:

Denise Marquardt April 30/19
Chair/Director Date

Jeff Wilson April 29, 2019
AFIW Administrative Dean/Head (For AFIW programs only) Date

[Signature] Nov. 19 / 2019
Faculty Dean Date

Note: AFIW programs fall under the Faculty of ARTS; however, the Dean does not have fiscal control nor authority over staffing and administration of the program.

Dan DeVidi August 2, 2019
Associate Vice-President, Academic Date
(For undergraduate and augmented programs)

Associate Vice-President, Graduate Studies and Postdoctoral Affairs Date
(For graduate and augmented programs)

Checklist for SUC/SGRC Reviewer Feedback Quality Assurance Office

Two-Year Progress Report: Social Development Studies May 2019

Name of Reviewer: Chris Vigna

Date: 11/1/2019

Does the Two-Year Progress Report:

- | | | |
|--|--|------------------------------------|
| 1. Clearly describe progress achieved on the various action items in the implementation plan? | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| 2. Explain convincingly any circumstances that would have altered the original implementation plan? | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| 3. For items that are behind schedule, propose an amended implementation schedule that is reasonable and credible? | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| 4. Address significant developments or initiatives that have arisen since the program review process, or that were not contemplated by the program review process? | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |

General Comments

I am quite satisfied with the speed and decisiveness that the Department of Social Development Studies has tackled the recommendations from their Program Review. The SDS Department has some great initiatives that are ongoing, which will enhance the department in the areas of undergraduate recruitment, faculty research and research funding.