

Program Progress Report

Institutional Quality Assurance Program (IQAP) Review

PROGRAM NAME

Date of Site Visit: May 3-4, 2021

Progress Report Prepared by: Dr. Eugène Nshimiyimana, Chair of Department of French

Please outline below how recommendations from the initial program review have been addressed.

[Please fill in one table for each recommendation from the original Final Assessment Report]

Recommendation: Faculty who retire in the next 3-5 years must be replaced at a one for one ratio (1:1)
Responsibility for Implementation: Dean, Faculty of Humanities.
Anticipated Timeline for Completion:
Additional Notes/Commentary:
Progress (check one) <input type="checkbox"/> Completed X In Progress <input type="checkbox"/> Other (please explain)
Department's Comments: Since the self-study has been completed, there has not been any retirement. The Dean stated in the response to the evaluators' report that "[when] retirement plans are made official, the Dean will consider the possibility of an appointment".
Dean's Comments: This remains the strategy across the Faculty of Humanities. We have very few appointments to make, but the possibility is considered as retirements take place.
QAC Comments (to be filled in by Quality Assurance Committee): QAC reviewed this report and had no further comments or concerns.

Recommendation:

Administrative assistant position should be made fulltime, at the latest, with the return to campus. Some of the tasks that currently fall to the administrative coordinator could be passed on to the administrative assistant (for instance, assigning TAs to faculty or courses, assisting the head, and the graduate and undergraduate chairs, etc.).

Responsibility for Implementation:

Dean, Faculty of Humanities.

Anticipated Timeline for Completion:

3-6 months

Additional Notes/Commentary:

Progress (check one)

☒ **Completed**

☐ In Progress

☐ Other (please explain)

Department's Comments:

Efforts have been made to resolve this issue. We haven't reached the final resolution yet, but we hope to see the office permanently open very soon.

Dean's Comments:

There has been a restructuring of the responsibilities of the AAs in the two departments (French and Linguistics) that report to the same Aca Dept Manager. The Dept Manager was consulted and worked on the plan with our Director of Administration and HR. We are hoping this new strategy provides better coverage and a more efficient system for the Manager and the faculty in the two departments. We are not planning further change at this time.

QAC Comments (to be filled in by Quality Assurance Committee):

See above

Recommendation: A greater number of language sections taught by part-time faculty or graduate students.
Responsibility for Implementation: Dean, Faculty of Humanities and other concerned parties.
Anticipated Timeline for Completion:
Additional Notes/Commentary:
Progress (check one) <input type="checkbox"/> Completed X. In Progress <input type="checkbox"/> Other (please explain)
Department's Comments: The Dept would be pleased to have more sections offered.
Dean's Comments: As is noted below, enrolments are already small; given scarce resources, extra sections cannot be justified at this time. If we can grow enrollments through some of our other initiatives (new curriculum, better recruitment efforts, high school French competition), we can consider additional sections.
QAC Comments (to be filled in by Quality Assurance Committee): See above

Recommendation: Consider hiring 1-2 full-time language instructors and / or a faculty member specialized in second-language pedagogy.
Responsibility for Implementation: Dean, Faculty of Humanities.
Anticipated Timeline for Completion:

Additional Notes/Commentary:
Progress (check one) <input type="checkbox"/> Completed X. In Progress <input type="checkbox"/> Other (please explain)
Department's Comments: <p>This recommendation still needs to be given the required attention. With a total of 36 language course units requiring sessional instructors, it is important that we look at the reality we are facing through an objective lens.</p> <p>For the coming year, the Department will need to cover the following units that have been so far taught by a CLA, a postdoctoral fellow and a number of sessional instructors:</p> <ul style="list-style-type: none"> - French 1Z06: 12 units - French 2Z06: 6 units - French 1A06: 12 units - French 2I03: 3 units - French 3I13: 3 units <p>Our program needs these units to maintain its quality and its integrity.</p>
Dean's Comments: <p>As the Chair indicates, considering the small number of students flowing through the program and into French courses and the small size of sections, the program as it stands is highly resource-intensive. We have invested in the courses in Professional French (2I03 and 3I13) with the aim of offering valuable and attractive options to more students and hope to see growth in this area.</p>
QAC Comments (to be filled in by Quality Assurance Committee): See above

Recommendation: Class size in language courses should be decreased to 30 students.
Responsibility for Implementation:

Dean and Associate Dean, Faculty of Humanities.
Anticipated Timeline for Completion:
Additional Notes/Commentary:
Progress (check one) <input checked="" type="checkbox"/> Completed <input type="checkbox"/> In Progress <input type="checkbox"/> Other (please explain)
Department's Comments: The reviewers noted rightly that large classes would be an impediment to language learning. Our enrollments remain mostly in the suggested range, which does not require any adjustment for the time being.
Dean's Comments: Agreed.
QAC Comments (to be filled in by Quality Assurance Committee): See above

Recommendation: Consider renewing or converting the position currently held by a postdoctoral fellow to ensure ongoing development and enhancement of the language courses.
Responsibility for Implementation: Dean, Faculty of Humanities.
Anticipated Timeline for Completion:
Additional Notes/Commentary:



Progress (check one) X Completed <input type="checkbox"/> In Progress <input type="checkbox"/> Other (please explain)
Department's Comments: The renewing/conversion was not possible. Addressing the recommendation on a new hiring will be an answer to this one.
Dean's Comments: If the department has approval to hire in the future, they can consider what skillset/areas of expertise are most needed in the department. The person holding the PDF has since left for another institution.
QAC Comments (to be filled in by Quality Assurance Committee): See above

Recommendation: The creation of a first- year level course that would welcome specifically students from 11- 12th Grade Core and separate French 1206 by levels: one for beginners up to Grade 10 core, one for 11/12 grade core students and another one just for the French immersion students.
Responsibility for Implementation: Chair, and undergraduate chair, French language courses revamping ad hoc committee.
Anticipated Timeline for Completion:
Additional Notes/Commentary:
Progress (check one) X. Completed <input type="checkbox"/> In Progress <input type="checkbox"/> Other (please explain)
Department's Comments: The Department has addressed this issue with its significant curricular reforms and the implementation of a new placement test (Ev@lang) that will assign students to the appropriate level:

A1, A2, B1, B2.

Dean's Comments:

This has been a positive development. I applaud the work done by the department.

QAC Comments (to be filled in by Quality Assurance Committee):

See above

Recommendation:

Consider making one business French course available as part of the French degrees to French majors and minors.

Responsibility for Implementation:

Chair, undergraduate chair, undergraduate committee, and the Academic Advising Office.

Anticipated Timeline for Completion:

Additional Notes/Commentary:

Progress (check one)

☒ **Completed**

☐ In Progress

☐ Other (please explain)

Department's Comments:

This recommendation has been addressed by opening these courses to students minoring or majoring in French.

Dean's Comments:

Agreed.

QAC Comments (to be filled in by Quality Assurance Committee):

See above

Recommendation:

Consider offering a few more courses at the 3rd- 4th year level; possibly offer 1- 2 courses in French linguistics. (Some students said that they were required for some education programs.)

Responsibility for Implementation:

Chair, Dean of Humanities.

Anticipated Timeline for Completion:

Additional Notes/Commentary:

Progress (check one)

☐ Completed

X. In Progress

☐ Other (please explain)

Department's Comments:

Our current levels of full-time faculty do not allow us to implement this change. If the Department were able to hire sessional instructors to teach more upper-level courses and 1 or 2 French linguistics courses, we would gladly introduce this change to our course offerings.

Dean's Comments:

Right now we can cover the existing program needs with what we offer. We do not have the luxury of offering additional small courses that are a drain on the Faculty budget, unless we find a way to teach more students in levels I and II.

QAC Comments (to be filled in by Quality Assurance Committee):

See above

Recommendation:

Consider ways for graduate students to explore career paths outside of university teaching. (This might be done at the Faculty of Humanities level, given that alternative career paths are relevant to many graduate students in the humanities.)

Responsibility for Implementation:

Chair, graduate chair French, Associate Dean of graduate studies, Faculty of Humanities (Internship Coordinator) and other university services.

Anticipated Timeline for Completion:

Additional Notes/Commentary:

Progress (check one)

☐ Completed

X. In Progress

☐ Other (please explain)

Department's Comments:

The Department is moving on this recommendation and the chair is consulting relevant parties to offer more volunteer and employment opportunities.

Dean's Comments:

The Faculty has hired a new staff member whose chief task is to expand our experiential learning opportunities. I recommend the chair reach out to Sarah Whitwell, if he has not already done so.

QAC Comments (to be filled in by Quality Assurance Committee):

See above