

Classics

Graduate and Undergraduate Review

Year 3 (2021) - FAR Implementation Report

(reviewed 2017/18)

Recommendation #1

The department should reduce Honours streams from four to two by retaining the Classical Civilization stream and folding the Classical Languages Stream and the Classical Art and Archaeology Stream into the more flexible Classical Studies Stream.

ARC Disposition of the Recommendation

ARC considers the recommendation to be accepted and under consideration by the program.

Implementation Plan (1st Priority)

Responsible for approving:	Department
Responsible for resources:	Department
Responsible for implementation:	Department
Timeline:	Dean of Humanities to report by the end of academic year 2018/19

Actions	Responsibility	Year One*	Year Two	Year Three
Action #1 Reduce honours streams from four to three	Department	C		
Action #2 Change the name of our Classical Studies stream to Greek and Roman Studies	Department	C		

Comments 2019:

In Fall of 2018, the Department voted to eliminate the honours Classical Languages stream and to change the name of the honours Classical Studies stream to "Greek and Roman Studies." This was formulated by our APC committee, approved by the Department, and approved by UPC for the 2019-2020 calendar.

We felt that the recommendation to have only "Classical Civilization" and "Classical Studies" would produce two basically indistinguishable streams. Furthermore, since our honours Art and Archaeology stream is one of our most popular it would not serve us well in terms of recruitment and retention to eliminate it.

*On Target (T), On Hold (H), Delayed (D), Complete (C), Ongoing (O)

Comments 2020:

We have begun to consider the possibility of moving to a single Classics honours major without streams, but with sub-fields instead. Our APC committee will consider this and put together a formal motion for Fall 2020.

Comments 2021:

The Departmental Committee continues to consider the number and type of options offered to our undergrads (streams, sub-fields) but has made no changes at this time.

Recommendation #2

Classics should harmonize the requirements between the 10-credit Honours Classical Civilization Stream, the 12-credit Classical Studies Stream, and the BA with Major, and clarify the different GPA requirements for each program in the calendar.

ARC Disposition of the Recommendation

ARC considers the recommendation to be accepted and under consideration by the program.

Implementation Plan (1st Priority)

Responsible for approving:	Department
Responsible for resources:	Department
Responsible for implementation:	Department
Timeline:	Dean of Humanities to report by the end of academic year 2018/19

Actions*	Responsibility	Year One	Year Two	Year Three
Action #1 Harmonize all honours streams to 11 credits	Department	C		
Action #2 Simplify requirement language for Classical Civilization and Greek and Roman Studies stream and for BA with Major	Department	C		
Action #3 Make requirements more harmonious and flexible for Classical Civilization and Greek and Roman Studies streams, and for BA with Major	Department	C		
Action #4 Add language in the calendar about minimum grade percentages to remain in our Honours program	Department	C		

*On Target (T), On Hold (H), Delayed (D), Complete (C), Ongoing (O)

Comments 2019:

In Fall of 2018, the Department voted to make all honours streams 11 credit programs, and readjusted the requirements in order to achieve this. We also reduced the number of specifically named courses in the program requirements in favour of language that allowed more flexibility (e.g. "CLAS credits numbered 2(*alpha*)90 or above"). This had the effect of both simplifying the language and allowing students more flexibility.

Regarding GPA requirements, we added the following language in the calendar about our Honours program:

Student progress will be evaluated annually. To continue in the Honours program students must achieve a minimum grade of 60 percent in all CLAS, GREE or LATI courses and a minimum 70 percent major average. Any student who does not meet these requirements will be placed in the BA with Major program. To re-declare to the Honours program a student must upgrade any CLAS, GREE or LATI course in which the minimum of 60 was not achieved and raise their major average to a minimum 70 percent.

The changes were formulated by our APC committee, approved by the Department, and approved by UPC for the 2019-2020 calendar.

Comments 2020:

No further comments.

Comments 2021:

No further comments.

Recommendation #3

The Department should place more emphasis on promoting the Minor program.

ARC Disposition of the Recommendation

ARC considers the recommendation to be accepted and in the process of implementation.

Implementation Plan (1st Priority)

Responsible for approving:	Department
Responsible for resources:	Department
Responsible for implementation:	Department
Timeline:	Dean of Humanities to report by the end of academic year 2018/19

Actions*	Responsibility	Year One	Year Two	Year Three
Action #1 Reduce required credits from five to four	Department	C		
Action #2				

*On Target (T), On Hold (H), Delayed (D), Complete (C), Ongoing (O)

Remove language requirement	Department	C		
Action #3 Promote the minor through the efforts of our Recruitment and Retention Committee	Department	T	T	T

Comments 2019:

We recently made the Minor more attractive by reducing the number of required credits from five to four and by eliminating the one credit language requirement.

Through the efforts of our Recruitment and Retention Committee, we continue to work on promotion of the minor by raising awareness both through a variety of events (e.g. Classics Open House, Saturnalia holiday event). We are also continuing to look at the possibility for promotion by targeting specific, complementary degrees.

As a consequence of these actions, we have seen a recent uptick in our number of minors (from 17 in March 2018 to 29 currently).

Comments 2020:

We have continued, through our general recruitment and retention efforts, to promote our Minor program. In April 2020 our number of minors stands at 36 (up from the total of 29 in spring 2019).

Comments 2021:

We have continued, through our general recruitment and retention efforts, to promote our Minor program. In March 2021 our number of minors stands at 36 (steady from the total of 36 in spring 2020).

Recommendation #4

The Classics Department should assess and monitor student interest in the Pass program to ensure its value and desirability.

ARC Disposition of the Recommendation

ARC considers the recommendation to be accepted and under consideration by the program.

Implementation Plan (1st Priority)

Responsible for approving:	Department
Responsible for resources:	Department
Responsible for implementation:	Department
Timeline:	Dean of Humanities to report by the end of academic year 2018/19

Actions*	Responsibility	Year One	Year Two	Year Three
Action #1 Ask Institutional analysis for numbers regarding our Pass program	Department	C		
Action #2 Continue to monitor student enrolment in our Pass program	Department	T	T	T

Comments 2019:

I have found this to be a surprisingly difficult task, since it took various emails and phone calls with Institutional Analysis, and a two-week turnaround time to come up with the following:

Table 1: Number of students in each degree type for the CLST MAJOR1 from 2013-2017

Academic Year	DEGREE CLASS			Total
	4YRS	HONR	PASS	
2013	5	40	15	60
2014	4	39	13	56
2015	3	27	8	38
2016	1	22	9	32
2017	1	24	9	34
2018	0	21	3	24
Total	14	173	57	244

It should be noted that CLST is only one of our majors (we also have ANCI and CLAN), so I believe the numbers for the 4YRS (BA with Major) and Pass programs are correct, but the HONR (honours) numbers represent only a partial account of our honours majors.

As of March 2019, we have seven students enrolled in our Pass program, and two students in our BA with Major program.

Comments 2020:

The numbers below (as of April 1, 2020) show that our majors have risen substantially since 2018, in our Pass program as well as in our 4 year and Honours programs.

Academic Year	DEGREE CLASS			Total
	4YRS	HONR	PASS	
2019	2	41	11	54

Comments 2021:

The numbers below (as of April 1, 2021) show that our majors have risen substantially since 2018 (from 24 to 50). Since 2020 our 4YRS and PASS numbers have declined, but our HONR numbers have increased, for an overall count slightly lower than 2020.

Academic Year	DEGREE CLASS			Total
	4YRS	HONR	PASS	
2020	1	45	4	50

Although numbers in the PASS program have declined since 2020, we do not believe that there is sufficient reason to eliminate the program at this point.

Recommendation #5

Classics should revise and reorganize second-year undergraduate courses so that they flow more coherently into third-year courses.

ARC Disposition of the Recommendation

ARC considers the recommendation to be accepted and under consideration by the program.

Implementation Plan (2nd Priority)

Responsible for approving: Department
 Responsible for resources: Department
 Responsible for implementation: Department
 Timeline: Dean of Humanities to report by the end of academic year 2019/20

Actions*	Responsibility	Year One	Year Two	Year Three
Action #1 Discussed the issue in our 2018 Departmental retreat	Department	C		
Action #2 Establish working groups to reorganize our program	Department	C		
Action #3 Reorganize program	Department	T	T	T

Comments 2019:

This was a major topic of discussion during our 2018 spring retreat, during which we decided to establish working groups for three aspects of our program: history, languages and literature, and art and archaeology. We have so far heard a report from our history working group, and are awaiting reports from our languages and literature and art and archaeology groups. Each working group is attempting to reorganize the program in terms of its four year flow by looking especially at 2nd and 3rd year offerings as well as prerequisites.

After each working group is able to report, a secondary task of combining any recommended changes into a coherent overall program will begin.

Comments 2020:

Our working groups have all reported and we established an Ad Hoc Working Group to organize and synthesize the three working groups' recommendations. That working group has now reported and we have begun to implement its recommendations.

Comments 2021:

We have continued to implement changes to the flow of our program in order to make second year courses flow more naturally into third year courses. The most problematic course progressions from this perspective were our ancient history and literature in translation courses. For ancient history, we have redesignated a group of 3rd year courses (CLAS 3P03-3P06) as 2nd year courses (CLAS 2P93-4, 2Q96, 2P97) so that students will more naturally gravitate to them from our 1st year ancient civilization courses (CLAS 1P91-2). We have also made notes in the calendar entries for each of these courses that specify what students are recommended to have taken before registering. At the third-year level changes are still being made but two courses (CLAS 3P08-9) have been created that have as prerequisites the second-year history courses. For our literature in translation courses, we have eliminated a group of second-year courses that did not have clear successors in third year (CLAS 2V50-59 Great Figures in the Ancient World) and replaced them with CLAS 2P50. At the third-year level, we have reinstated a series of courses (CLAS 3P15-18) that have CLAS 2P50 as one of the courses students are recommended to have taken before registering. Our Ad Hoc Committee for Classics continues to study the situation and recommend future changes.

Recommendation #6

The department should ensure there are appropriate final year or capstone requirements in each of its undergraduate programs.

ARC Disposition of the Recommendation

ARC considers the recommendation to be accepted and under consideration by the program.

Implementation Plan (2nd Priority)

Responsible for approving:	Department
Responsible for resources:	Department
Responsible for implementation:	Department
Timeline:	Dean of Humanities to report by the end of academic year 2019/20

Actions*	Responsibility	Year One	Year Two	Year Three

*On Target (T), On Hold (H), Delayed (D), Complete (C), Ongoing (O)

Action #1 Discuss during departmental retreat	Department	C		
Action #2 Academic Program Committee to consider specific formulations	Department	T	T	T

Comments 2019:

This was a topic of discussion during our 2018 departmental retreat, and has also been discussed by our Academic Program Committee. Our Academic Program Committee plans to develop specific recommendations to bring to the Departmental Committee by end of academic year 2019-20.

We feel it is important to develop Recommendation #5 before implementing any major changes to our program with regard to capstone courses.

Comments 2020:

We are still implementing Recommendation #5, and feel it is important to finalize that recommendation before implementing any major changes to our program with regard to capstone courses.

Comments 2021:

We are still implementing Recommendation #5, and feel it is important to finalize that recommendation before implementing any major changes to our program with regard to capstone courses. A discussion of capstone requirements is planned for our late April retreat.

Recommendation #7

The department should monitor and track the training, skill acquisition, and oversight of graduate student seminar leaders, and possibly quantify these in terms of graduate degree level outcomes

ARC Disposition of the Recommendation

ARC considers the recommendation to be accepted. The Committee expects that the program will work to implement this recommendation in consultation with other support units on campus.

Implementation Plan (2nd Priority)

Responsible for approving: Department
Responsible for resources: Department
Responsible for implementation: Department
Timeline: Dean of Humanities to report by the end of academic year 2019/20

Actions*	Responsibility	Year One	Year Two	Year Three
Action #1 Work with CPI to determine how best to implement recommendation without additional administrative resources	Department	T	C	

Comments 2019:

We agree with this recommendation, but feel that more administrative support for our graduate program is needed for implementation. We will work with the Centre for Pedagogical Innovation to determine how such tracking might be possible without additional administrative support.

Comments 2020:

In order to monitor and track the training, skill acquisition, and oversight of graduate student seminar leaders, the Graduate Program Director meets with all graduate student TAs, as a group at the beginning of the fall and winter academic terms, and individually on a regular basis. At these meetings, the GPD goes over the training and skills acquisition opportunities available to graduate student seminar leaders through the Centre for Pedagogical Innovation. In particular, students are directed toward the Graduate TA Practicum (a self-directed program of professional development in university teaching, including the completion of a teaching dossier and statement of teaching philosophy) and the full year courses dedicated to teaching in higher education settings (GRST 5P01 and 5P02). The latter require student registration and GPD approval, which has always been granted. In addition, graduate student seminar leaders work under the supervision of their course instructors, receiving guidance and feedback on leading seminars, running office hours, dealing with students experiencing a variety of difficulties, and marking and grading different kinds of assignments, essays, and tests.

Graduate student seminar leaders are teaching assistants and as such their working conditions are governed by the CUPE Collective Agreement. Therefore, it is our view that we cannot require teaching assistants to attend CPI seminars or take CPI courses, but we can encourage them to do so by ensuring they are informed of available opportunities. As a result, we do not believe we are in a position "to quantify [the results] in terms of graduate degree level outcomes."

Comments 2021:

No further comment.

Recommendation #8

The department needs to explore ways to make its programs more attractive to modern students (and their parents) by actively promoting the link from program skills, knowledge, and experiences to particular fields of employment.

ARC Disposition of the Recommendation

ARC considers the recommendation to be accepted and already in progress. The Department is encouraged to monitor implementation and adjust as appropriate.

Implementation Plan (1st Priority)

Responsible for approving: Department
 Responsible for resources: Department
 Responsible for implementation: Department
 Timeline: Dean of Humanities to report by the end of academic year 2018/19

Actions*	Responsibility	Year One	Year Two	Year Three
Action #1 Update our promotional literature	Department	T	T	T
Action #2 Support an active Recruitment and Retention Committee	Department	T	T	T
Action #3 Develop an annual spring event, "Next Steps," focused on the celebration of graduating students and student opportunities and career paths after graduation	Department	T	T	T

Comments 2019:

We continue to make efforts to do just this in on our activities, on our webpage, and in our promotional literature. For example, we have an undergraduate brochure outlining a number of career paths. We have in recent years inaugurated a Recruitment and Retention Committee, which has been very active in generating and implementing new ideas to address such issues. On April 3, 2019, this committee has planned a "Next Steps" event for current students and invited alumni to speak to our students about opportunities beyond the university. This event will be coordinated with an official award and recognition ceremony for our graduating students. We intend for this to become an annual springtime event, combined with our December Saturnalia event and out fall Open House event. These events, we hope, will continue to encourage our students to see Classics as a supportive community within Brock University and as a viable path towards a rewarding career after graduation.

Comments 2020:

Our Recruitment committee continues to work actively to promote our program and to attract and retain new majors and minors. Our Recruitment Committee recently worked with two teams from the Goodman School of Business to produce reports that have helped us to better understand how to promote Classics effectively. In addition, we have continued our successful Fall Open House and December Saturnalia, and were in the planning stages of our Spring Floralia (previously "Next Steps") event to celebrate our current students and the achievements of our alumni. Unfortunately, that Spring event had to be cancelled due to the current COVID-19 situation.

Comments 2021:

Our Recruitment committee continues to work actively to promote our program and to attract and retain new majors and minors. COVID-19 has made the implementation of certain annual events more difficult, but we have begun to discuss new, online ways to engage with students as we have all become more comfortable with the necessary online technology. During the academic year 2020-21 we have had virtual recruitment and retention events, such as our annual Saturnalia holiday celebration in the late Fall term, and we are planning on online version of our spring Floralia (Next Steps) on April 23, where Classics alumni speak about their careers after Brock, and where we give out our annual awards to students. We have also implemented a variety of online/virtual recruitment and retention initiatives, including the creation of a Sakai site for majors and minors (CLASroom), a live chat feature on our website (with a direct link to our administrative assistant), and we have produced a series of videos and other website features as ways of reaching out to students virtually.

Recommendation #9

The Undergraduate Program Officer should receive a half-credit course release, and the UPO's role in coordinating the undergraduate program should be strengthened and more clearly defined.

ARC Disposition of the Recommendation

ARC considers the recommendation to give the Undergraduate Program Officer a half-credit course release to be not accepted as this lies outside of the Committee's jurisdiction.

ARC considers the recommendation to review the role of the UPO to be accepted.

Implementation Plan (1st Priority)

Responsible for approving:	Department
Responsible for resources:	Department
Responsible for implementation:	Department
Timeline:	Dean of Humanities to report by the end of academic year 2018/19

Actions*	Responsibility	Year One	Year Two	Year Three
Action #1 Discuss at Departmental retreat May 2018	Department	C		
Action #2 Ask Undergraduate Program Officer to define current responsibilities for discussion at a future departmental meeting	Department	T	C	

Comments 2019:

This recommendation has been discussed as part of a departmental retreat in May 2018, and our Undergraduate Program Officer has defined what she sees as her current roles. These will be further discussed and defined at a future departmental meeting.

Comments 2020:

The department has adequately defined the role of Undergraduate Program Officer. As it currently stands, the Faculty of Humanities has only two academic advisors, which we feel places a heavy burden on the departmental Undergraduate Program Officer since there seems to be considerable overspill from the Academic Advisors' office onto the departmental UPO.

Comments 2021:

No further comment.

Recommendation #10

The department should organize one "town hall" meeting or retreat each year devoted to the undergraduate program attended by all permanent instructors, part-time instructors, and student representatives.

ARC Disposition of the Recommendation

ARC considers the recommendation to organize a retreat for instructors and student representatives each year to be accepted for consideration. The Committee believes that a Town Hall would not be appropriate to the reviewers' intentions as it is a more public event.

Implementation Plan (1st Priority)

Responsible for approving:	Department
Responsible for resources:	Department
Responsible for implementation:	Department
Timeline:	Dean of Humanities to report by the end of academic year 2018/19

Actions*	Responsibility	Year One	Year Two	Year Three
Action #1 Annual retreat in May to include part-time instructors and possibly student reps	Department	T	T	T
Action #2 Invite Part-time instructors to all departmental meetings	Department	T	T	T
Action #3 Have Part-time instructor representation on our Academic Program Committee	Department	T	T	T
Action #4 Have Part-time instructor representation on our Recruitment and Retention Committee	Department	T	T	T

Comments 2019:

The department currently organizes an annual retreat in May, and will invite part-time instructors and consider inviting student representatives to our retreat in 2019.

Part-time instructors have been invited to all departmental meetings during the 2018-2019 academic year, and as a result a representative of our part-time teachers has been present at almost every departmental meeting.

A part-time instructor has also been included as a representative on our Academic Program Committee and has played a very active role on the committee since September 2018.

A part-time instructor has also continues to serve as a representative on our Recruitment and Retention Committee and has played a very active role on the committee during recent years.

Comments 2020:

The department continues to invite all part-time instructors to all department meeting and to our annual retreats. A part-time instructor continues to serve on our Recruitment and Retention Committee and was until recently part of our Academic Program Committee (the instructor needed to discontinue service because of other time commitments). We remain open to the possibility of having other part-time instructors serve on these committees, although it needs to be pointed out that it is difficult to find volunteers, since as CUPE employees they do this on an entirely voluntary basis and receive no compensation for their time.

Comments 2021:

The department continues to invite all part-time instructors to all department meetings and to our annual retreats. A part-time instructor continues to serve on our Recruitment and Retention Committee. We remain open to the possibility of having other part-time instructors serve on these committees, although it needs to be pointed out that it is difficult to find volunteers, since as CUPE employees they do this on an entirely voluntary basis and receive no compensation for their time.

Recommendation #11

The department should consider combining the three MA streams into one basic stream, with graduate teaching and supervisions shared more equally among available faculty.

ARC Disposition of the Recommendation

ARC considers the recommendation to be accepted and under consideration by the program.

Implementation Plan (1st Priority)

Responsible for approving:	Department
Responsible for resources:	Department
Responsible for implementation:	Department
Timeline:	Dean of Humanities to report by the end of academic year 2018/19

Actions*	Responsibility	Year One	Year Two	Year Three
Action #1 Discuss at Departmental retreat in May 2018	Department	C		
Action #2 Establish a Graduate Program Committee to further consider this issue	Department	C		
Action #3 Consideration of the issue by the Graduate Program Committee	Department	C		

Comments 2019:

Our Graduate Program Director has agreed to look into the possibility of reducing the MA specializations from three to two by getting rid of our General (no field of specialization). We have established a Graduate Program Committee to look into the possibility.

Comments 2020:

The Graduate Program Committee consulted with graduate students in 2018/19 and in 2019/20. Overwhelmingly, students favour the retention of the three existing separate streams, as they allow students to choose the course of study best suited to their research

interests and that will best situate them for further study at the PhD level or in a professional program such as Museum Studies. This issue was then discussed extensively by the Graduate Program Committee and at the full departmental retreats in May 2018 and 2019. The unanimous decision of all graduate faculty was to keep the three streams as they currently exist. Not only do students in the program favour their retention, but they inform us that the choice of different streams of study was a significant factor in their decision to choose Brock for their graduate study.

Comments 2021:

No further comment.

Recommendation #12

The department should ensure the course requirements for the MA program are consistent with other Brock MA programs. The department should further consider reducing or eliminating Greek and Latin requirements for students not intending to go on to a Classics PhD program.

ARC Disposition of the Recommendation

ARC considers the recommendation to ensure the course requirements for the MA program are consistent with other Brock 2-Year MA programs to be accepted.

ARC considers the recommendation to reduce or eliminate Greek and Latin requirements for students not intending to go on to a Classics PhD program to be accepted for consideration.

Implementation Plan (1st Priority)

Responsible for approving:	Department
Responsible for resources:	Department
Responsible for implementation:	Department
Timeline:	Dean of Humanities to report by the end of academic year 2018/19

Actions*	Responsibility	Year One	Year Two	Year Three
Action #1 Discuss at Departmental retreat in May 2018	Department	C		
Action #2 Establish a Graduate Program Committee to further consider this issue	Department	C		

*On Target (T), On Hold (H), Delayed (D), Complete (C), Ongoing (O)

Comments 2019:

We note that we have recently reduced language requirements for our Art and Archaeology specialization. We worry that further reductions would be detrimental to our program and to the students, especially since most students enter the program with the intent to go on to a PhD.

A Graduate Program Committee was established to consider these recommendations in more depth, and has so far determined that our course requirements are consistent with other Brock 2 year MA programs. The committee has also determined that further reduction of our language requirements would be detrimental to our program.

Comments 2020:

No further comment.

Comments 2021:

No further comment.

Recommendation #13

If the department wishes to expand its graduate program, it should consider sharing supervisory faculty and courses with other graduate programs and participation in transdisciplinary graduate programs.

ARC Disposition of the Recommendation

ARC considers the recommendation to be accepted and under consideration by the program.

Implementation Plan (1st Priority)

Responsible for approving:	Department
Responsible for resources:	Department
Responsible for implementation:	Department
Timeline:	Dean of Humanities to report by the end of academic year 2018/19

Actions*	Responsibility	Year One	Year Two	Year Three
Action #1 Discuss at Departmental retreat in May 2018	Department	C		
Action #2 Establish a Graduate Program Committee to further consider this issue	Department	C		

Comments 2019:

A Graduate Program Committee was established to consider this recommendation in more depth. It is currently under consideration.

Comments 2020:

At present we have no plans to expand our graduate program.

Comments 2021:

No further comment.

Recommendation #14

The department should explore possibilities to allow part-time instructors to assume a fuller range of teaching responsibilities, including graduate instruction where applicable.

ARC Disposition of the Recommendation

ARC considers the recommendation to be not accepted. The recommendation runs counter to University regulations.

Implementation Plan

Recommendation not accepted.

Recommendation #15

The three-year LTA in Classics should be converted into a tenure stream appointment.

ARC Disposition of the Recommendation

ARC considers the recommendation to be not accepted as it lies outside of the Committee's jurisdiction. It is expected that the Department will proceed through normal channels of advocacy for faculty resources.

Implementation Plan

Recommendation not accepted.

Recommendation #16

A part-time person should be hired to share assist the Administrative Officer.

ARC Disposition of the Recommendation

ARC considers the recommendation to be not accepted as it lies outside of the Committee's jurisdiction. It is expected that the Department will proceed through normal channels of advocacy for staff resources.

Implementation Plan

Recommendation not accepted.

Recommendation #17

Classics should revise its departmental rules to promote more equitable sharing of administrative tasks (Chair, GPD, UPO, and all departmental representative positions listed on pp. 916-917 of the self-study), and to protect junior faculty from heavy administrative service.

ARC Disposition of the Recommendation

ARC considers the recommendation to be not accepted as it constitutes existing practice.

Implementation Plan

No action required.

Recommendation #18

The program should work closely with the library to ensure that basic resources needed for the delivery of undergraduate and graduate courses are available, and that acquisitions prioritize these resources. All students, especially graduate students, should be required to learn how to use the interlibrary loan system.

ARC Disposition of the Recommendation

ARC considers the recommendation to be not accepted as it constitutes existing practice.

Implementation Plan

No action required.

Recommendation #19

The institution and department should work together to ensure all data needed for the program quality assurance process are fully collected in future years and that separate data are collected and analyzed for each of the programs offered by the Classics Department.

ARC Disposition of the Recommendation

ARC considers the recommendation to be accepted. It is expected that the Vice-Provost and Associate Vice-President, Academic will work with the Office of Institutional Analysis to address data concerns.

Implementation Plan (1st Priority)

Responsible for approving:	Vice-Provost and Associate Vice-President, Academic
Responsible for resources:	Vice-Provost and Associate Vice-President, Academic
Responsible for implementation:	Vice-Provost and Associate Vice-President, Academic
Timeline:	Vice-Provost and AVP, Academic to report by the end of academic year 2018/19

Actions*	Responsibility	Year One	Year Two	Year Three
Action #1 Confirm current data collection procedures for CLAS are consistent with IQAP requirements	AVPA	C		
Action #2				

*On Target (T), On Hold (H), Delayed (D), Complete (C), Ongoing (O)

Explore viability of specific program data collection for CLAS	AVPA	T	T	T
--	------	---	---	---

Recommendation 20

Confidential Recommendation

As per the IQAP Section 2.10 regarding confidential recommendations “relating to personnel issues or other matters involving specific individuals” found in the Reviewers’ Report, these recommendations “will only be released to the Dean(s), the academic unit and ARC.”

Recommendation 21

Confidential Recommendation

As per the IQAP Section 2.10 regarding confidential recommendations “relating to personnel issues or other matters involving specific individuals” found in the Reviewers’ Report, these recommendations “will only be released to the Dean(s), the academic unit and ARC.”