



# SENATE STANDING COMMITTEE ON PROGRAM REVIEW

## MINUTES OF REGULAR MEETING

Wednesday, October 24, 2018

3:00 p.m. – 5:00 p.m.

Surrey Campus Boardroom, Cedar 2110

Present: Quorum 8 members		Non-voting Members
Marti Alger Steve Cardwell Michael Cober David Florkowski Charvi Gulati Jack Hayes Donna Cato	Brian Moukperian Chris Traynor, Chair Allison Richardson Laura Vail Jendy Wu Michael Whitmore	
		Ex officio Voting Members
		Ex officio Non-Voting Members
		David Burns Sunita Wiebe
Regrets:	Senate Office	Guests:
Emma Baggott Alan Davis Sal Ferreras Lori McElroy Stephen Yezerinac	Rita Zamluk, Administrative Assistant, University Senate	Suheyl Unver Ellen Pond Diane Purvey Jimmy Choi Carolyn Robertson Lynette Manton Martyn Williams Patrick Donahoe Aimee Begalka Fiona Whittington-Walsh Cherylynn Bassani Seema Ahluwalia

### 1. Call to Order

The Chair called the meeting to order at 3:03 p.m.

### 2. Approval of Agenda

Jack Hayes moved the agenda be confirmed as circulated.

The motion carried.

### 3. Approval of Minutes, September 26, 2018

Change:

Change Kelly Findlay to Lindsay Duncan in the guest list.

Michael Whitmore moved the minutes be accepted as amended.

The motion carried.

### 4. Pending Business

No pending business.

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**5. Policy Studies Quality Assurance Plan**

Ellen Pond and Diane Purvey answered questions from the Committee.

**Steve Cardwell moved the Senate Standing Committee on Program Review accept the Policy Studies Quality Assurance Plan report with minor revisions.**

**The motion carried.**

**6. Fashion Marketing Self-Study Report**

Jimmy Choi and Carolyn Robertson answered questions from the Committee. The Committee commended Jimmy Choi for his work.

**Marti Alger moved the Senate Standing Committee on Program Review accept the Fashion Marketing Self-Study Report as presented.**

**The motion carried.**

**7. English Language Studies Quality Assurance Plan**

Lynette Manton, Martyn Williams, Patrick Donahoe and Aimee Begalka answered questions from the Committee.

**Allison Richardson moved the Senate Standing Committee on Program Review accept English Language Studies Quality Assurance Plan as presented.**

**The motion carried.**

**8. Entrepreneurial Leadership External Review**

**Charvi Gulati moved the Senate Standing Committee on Program Review accept the Entrepreneurial Leadership External Review as presented.**

**The motion carried.**

**9. Sociology Quality Assurance Plan**

Diane Purvey, Cherylynn Bassani, Fiona Whittington-Walsh, and Seema Ahluwalia answered questions from the Committee.

**Donna Cato moved the Senate Standing Committee on Program Review accept the Sociology Quality Assurance Plan with minor revisions.**

**The motion carried.**

**10. Post-Program Review Resource**

Sunita Wiebe and Chris Traynor reported on progress with the post-program review resource. The Committee commented on the improvement in efficiency, and the conciseness of the document.

**11. Update on Policy AC3 – Program Review**

Chris Traynor introduced the changes to the revised AC13 procedures and policy. Sunita Wiebe provided an overview of the changes and the process followed to redraft the policy. She highlighted the alignment of the work of the committee with the policy, and the need to have a follow-up plan as part of the Quality Assurance Plan. She also discussed the changes to the procedures, highlighting the need to report back on the follow-up plan, the existing deficit for follow-ups on Quality Assurance Plans and the need to meet Ministry requirements regarding quality assurance plans. The

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Committee discussed how an annual follow-up could be onerous on Faculties, especially for programs with few faculty, the diminishing returns in additional quality assurance reporting for programs with very few faculty members, different options to report the concern of the Committee regarding annual follow-ups, the history of the development of the revised procedures, ways to assist small programs to follow-up on quality assurance plans on a periodic basis, and the reasons for the current deficit in follow-ups for Quality Assurance Plans.

*Action:*

The Committee deferred the discussion to a future meeting.

**12. Chair's Report**

The Chair provided a written report.

**13. Manager's Report for IAP**

The Manager provided a written report.

**14. Items for discussion**

No items for discussion.

**15. Adjournment**

The meeting adjourned at 4:59 p.m.