

APPENDIX C: RECOMMENDED FORMAT OF THE ACTION PLAN

The Action Plan is best submitted in table format, similar to that presented below. This format summarizes discussion of the unit's plans to address the key recommendations contained in the Panel Report and facilitates tracking of progress towards established goals.

Recommendations from the Panel Report	Summary of Unit Response to the Recommendations	Actions to be Taken	Personnel Responsible	Timelines		
				Short Term	Medium Term	Long Term
Alignment with the University Strategic Plan	Memorial University set out a three-year strategic plan which identified goals and objectives to address four strategic areas: (1) teaching and learning; (2) research, scholarship and creative activity; (3) public engagement; and (4) factors that will enable success. All of our actions contribute to these strategic actions, either directly or Indirectly	See specific items listed below				
Undergraduate Program	<p>UGP1. p. 6 UG Students suggest a research methods course - Panel suggest Unit should recognize that students feel lost when asked to prepare a research paper.</p> <p>Dept should carefully look at content of courses offered.</p> <p>p.7 Course numbering - changing intro courses to 1010, etc.</p> <p>p.9 Objective #9 which includes “offer an exciting course delivery to our first year students” should be vigorously pursued.</p> <p>UGP2. Unit should undertake a curriculum review every 5 yrs</p> <p>We agree with it</p> <p>UG3 p. 7 Faculty should be taking advantage of resources provided by DELTS</p>	<p>UGP1 Department undertaking a curriculum review of its undergraduate program – this will include numbering and course context and effectiveness, including research methods training</p> <p>UGP2 we undertake every five years (will put to vote in fall)</p> <p>UG3 we will encourage new faculty to take teaching workshops</p>	<p>UGP1 Scott Lynch responsible for UG curriculum review</p> <p>UGP2 Depart (Head to initiate)</p> <p>UGP3 Head</p>	<p>UGP1 Yes</p> <p>UGP2 Yes</p> <p>UGP3 Yes</p>	<p>UGP2 Yes</p> <p>UGP3 Yes</p>	<p>UGP3 Yes</p>

Graduate Program	<p>GP1. p. 10 making successful completion of the micro, macro, and econometrics courses a requirement for admission to the second semester application courses.</p> <p>p.11 Requiring a GRE for international students</p> <p>p.11 CDN student who are not native speakers, stronger TOFEL score</p> <p>p. 13 Strengthen its admission requirements for international students</p> <p>We agree with it</p> <p>GP2 Placement testing re: 1 or 2 year stream</p> <p>GP3 p. 12 Absence of international courses in MA program needs to be addressed long term</p> <p>We will look at as part of curriculum review</p> <p>GP4 p. 11 attract Canadian students to MA program and p. 14 Recruitment strategy for Canadian universities</p>	<p>GP1 Department undertaking a curriculum review of its graduate program</p> <p>GP2 same as GP1</p> <p>GP3 same as GP1</p> <p>GP4 web site development; encourage presence of faculty at Canadian conferences; brochures about the Department distributed to Canadian universities</p>	<p>GP1 M. Wernerhiem</p> <p>GP2 M. Wernerhiem</p> <p>GP4 Head and Department's Faculty members</p>	<p>GP1 Yes</p> <p>GP2 Yes</p> <p>GP3 Yes</p> <p>GP4 Yes</p>		
Faculty Research and Scholarship		<p>01 Attempt to get more funds for CARE</p> <p>02 Encourage faculty to apply for Tri-Council research grants</p>	<p>Head</p> <p>Head</p>	<p>Yes</p>		
Faculty and Staff	<p>FS1 p. 17 Dean's office should continue to support the provision of one-course remission per year over the next three years because it yields substantial benefits to the entire University community.</p> <p>We agree</p>	<p>FS1 Dean of Arts to provide resources for one course remission per year for the next three years</p>	<p>FS1 Dean of Arts</p>	<p>FS1 Yes</p>		

	<p>FS2 p. 17 The Dean could also consider allocating additional administrative resources as required to strengthen this initiative that promotes the University's own mission and objectives.</p> <p>We agree</p>	<p>FS2 Dean of Arts to provide resources for an additional one position (see university support US1)</p>	<p>FS2 Dean of Arts – See US1)</p>	<p>FS2 Yes, in two years, depending on department needs and resource availability</p>		
Community Service						
University Citizenship	<p>UC1 p. 7 Dept should work hard on improving and perhaps formalizing its relationship with business We agree with the above recommendations</p>	<p>UC1. Initiate meet with Peggy Coady and dean of Business to arrange meeting to reopen relationship and dialogue so head and Doug May will meet to develop relationship and work on common interest</p>	<p>UC1. Doug May to initiate</p>	<p>UC1 Yes</p>		
University Support	<p>US1 p. 20 panel does recommend that the staffing level in the Department of Economics be increased to two full-time positions</p> <p>We strongly agree</p>	<p>US1 CARE will pay for two years of half-time secretarial support and Dean of Arts will pay for an additional one-half time secretarial after year 2</p>	<p>US1 Dean of Arts and Care PIs</p>	<p>US1 Yes, depending on department needs & availability of resources</p>	<p>US1 Yes</p>	<p>US1 Yes</p>
Plans, Goals and Resource Allocation	<p>PGRA 1 P18 Succession plan for dept re: retiring faculty</p> <p>We see this as important</p>	<p>PGRA 1 head will monitor and make appropriate case at time based on evolving priorities and APR recommendations and aspirations</p>	<p>PGRA 1 Wade Locke (Head)</p>	<p>PGRA 1 Yes</p>	<p>PGRA 1 Yes</p>	<p>PGRA 1 Yes</p>
Other	<p>O1 p18 Panel considers that the University administration and community could stand to benefit from more direct support to the Department of Economics in terms of communication and public engagement activities.</p> <p>We agree</p>	<p>O1 Dean's office to provide more tangible support that promotes the department's initiatives and profiles the department more in internal communications to the faculty. Tri-Council grant applications would also</p>	<p>O1 Dean of Arts</p>	<p>O1 Yes</p>	<p>O 1 Yes</p>	<p>O 1 Yes</p>

	<p>O2 Panel considers that the Department may benefit from continuing collaborative activities with other academic units.</p> <p>We accept</p> <p>O3 p. 19 Strategic planning retreat for all faculty and staff with an external facilitator. Team building/effectiveness workshop for all faculty and staff with an external facilitator.</p> <p>we accept but not sure if it will work</p> <p>O4 Social activities (e.g. organized once a month coffee breaks with refreshments)</p> <p>we accept but not sure if it will work</p>	<p>help to raise department's profile.</p> <p>O2 Will continue to work with other departments on programs (e.g., public policy certificate) and Scholarship in the Arts events</p> <p>O3 Should a retreat be deemed necessary, Dean of Arts to arrange and pay for and Head to request faculty and staff to attend</p> <p>O4 Dean of Arts to pay for and Head to request faculty and staff to attend as convenient</p> <p>O5 Promo video to attract students</p> <p>O6 Looking at exchange with Norway for Grad students</p> <p>O7 Looking at various Research Chairs: Energy, Fisheries, Public Policy</p>	<p>O2 Department</p> <p>O3 Dean of Arts</p> <p>O4 Dean of Arts and head</p>	<p>O2 Yes</p> <p>O3 Yes</p> <p>O4 Yes</p>	<p>O2 Yes</p>	<p>O2 Yes</p>
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