

**Department of History  
Action Plan  
May, 2014**

Recommendations from the Review Panel	Report Summary of Unit Response to the Recommendations	Actions to be Taken	Personnel Responsible	Timelines		
				Short Term	Med. Term	Long Term
<b>GENERAL RECOMMENDATIONS</b>						
Department needs to receive information on strategic priorities	Department participating in Art Success 2020 process which outlines Faculty priorities		Dean	x		
Clearer guidelines and procedures for tenure/promotion	Head will meet with candidates for tenure in spring. Will also continue to review all files before they go to P& T Committee Dean meets with new Faculty in fall Governed by Collective Agreement		Dean/Head	x		
Service needs to be better distributed among the ASMs	See comments in introduction.		Head	x		
Expand research networks beyond NL	Many members of department involved in research projects and professional associations nationally and internationally	Will continue to pursue national and international research connections	Department members			x

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Clarify role of Head in relation to other office holders	Not seen as a long term significant problem. Roles outlined in Collective Agreement and History Department Procedures					
Encourage public engagement with ASMs and find funding to support engagement initiatives like "Time Talks"	Noted as a strength. Will be maintained but will vary year to year depending on other department priorities. Continuation of Scholarship in the Arts Program will help with these efforts as will the new funding provided through the Office of Engagement					X
Department requires clearer information about asbestos abatement	MUNFA has become involved to try to ensure better practice across university		Facilities Management MUNFA	x		
Issue of Photocopier access needs to be resolved	Head and Dean to explore other options.	Look at re-configuring a small office for use as photocopy room	Dean; Head; Facilities Management		x	

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Graduate office space needs to be optimized	Needs change yearly depending on number of students and the way they use room	Excess furniture and older unused computer removed. New microwave and coffee purchased for Graduate Student space	Head in consultation with graduate students	x		
Find office space for Professors Emeriti and HRPs	No extra space available. Three retirees to share one space. One Emeritus professor in a very small office.					x
Upgrade website and appoint manager or committee	Some work completed summer 2013.	Appoint new research committee to work with Head on updating website monthly	Head with Research Committee	x		
Consider re-starting seminar series	Will revive but numbers will vary depending on other departmental business. e.g. departmental time for such seminars might be taken up with presentations by candidates for new positions. One presentation in 2013-14	Research Committee to help coordinate	Research Committee; department	x		

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<b>GRADUATE PROGRAMME</b>						
Require better financial packages for grad students			SGS			x
Student recruitment strategies need to be devised to address gender imbalance in students and reliance on recruitment of MUN undergraduates	<p>Graduate committee discussed whether these are ongoing issues</p> <p>Students attracted to field/supervisor</p> <p>Proportion of MUN undergraduates going on to graduate studies in department varies. Not considered a significant problem.</p>	<p>Grad studies produced information brochures on each department. Website and Facebook updated by grad chair.</p> <p>Individual instructors have started advertising for graduate students to work with them on research related to funded projects.</p>	Dean; Department; Grad Committee; Dept. members	x		

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Organize grad course selection well before semester begins	Difficulty: students often accept fairly late. Dept. tries to provide electives which suit incoming students' interests.	Welcome letter from grad chair will include proposed electives. Will also be posted on site. Will stress that offerings are dependent on enrolment	Grad Coordinator; Department members	x		
Examine relationship with MER for labour course	Problem providing continued support for grad labour History course for this program. Not popular with History grad students	Will continue to try to provide two sections per year but will depend teaching resources. Only two tenured or tenure track ASMs to teach the required Grad course for MER program	Head	x		
Encourage all ASMs to engage in the Grad program	All encouraged at Masters level. Still thesis areas limited at PhD level to Can., NL, and Maritime. Will explore possibility of expanding fields but size a concern – need enough expertise for	Dept. Grad Studies Committee will explore possibility of expanding PhD areas. Members of department serve on student committees	Head; Grad Committee	x		

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	committees and examiners. Department members have become involved in Interdisciplinary PhDs as well.	and participate as commentators at annual Dept. Grad Student Conference				
Re-examine timing of graduate comprehensive exams	Reforms made. Comprehensive exams (revised to written plus oral) to be completed in semesters 4-5		Graduate Committee; department	x		
Record all comprehensive exams	Rejected by SGS. Revised comprehensive exams with written component should address concerns raised by reviewers		Graduate Committee	x		
Re-examine timelines for SSHRC MA app process	Continue to support student applications	Joint information session for Graduate and Honours Students in September	Graduate and Research Committees	x		

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<b>UNDERGRADUATE PROGRAMME</b>						
Students require clearer advice re: programme requirements	Reviewers misunderstood student concern. Problem here was BA regulations, not department regulations. BA regulations under review		Faculty of Arts Academic Planning Committee		x	x
Consider forming a teaching committee to address consistency and outcomes	Too many committees for number of ASMs. Undergraduate studies committee will offer proposals and seek feedback on issues	May, 2014 UGS proposed guideline for learning outcomes for each level of curriculum. To be discussed in departmental meetings in fall 2014	Department		x	
Record oral exams in Honours course History 4822	Rejected given concerns raised by SGS on similar issue re. comprehensive exams	History 4822 under review by USG. To be discussed further in department in fall 2014	UGS; Department		x	
Involve undergrads in research	Seen as a strength of undergraduate programme. Department will continue to support	Student SSHRC workshop. SIR funds for student research: travel grants and essay prizes	UGS; Head; Department	x		