

**Department of English Language & Literature
 Departmental Response and Action Plan
 August 21, 2012**

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
GENERAL RECOMMENDATIONS						
Restore the Reid Theatre to the levels needed to remain the theatrical centre of the university.	1. The Reid Theatre should be restored and remain the theatrical centre of the University. The Department should be represented on all committee dealing with the Reid.	Formation of a university-wide Reid Theatre Advisory Committee to spur fund-raising and develop appropriate architectural plans	President; VP-A, Dean of Arts; Head of English (and others)			x
Prioritize office space for current full time faculty and the relocation of the ELRC.	2. The Dept. is prioritizing office space for current full time faculty. The ELRC should be moved only if adequate storage and work space is available elsewhere. The ELRC space should remain in the English Department.	Vacate prime office space to integrate course instructors. Location of the ELRC will be considered by Archive Advisory Committee	Head; Dean; VP-A Advisory Committee for Development of Archival Infrastructure (Carrie Dyck; Jeff Webb)		x	
Continue attention to	3/4. The Department has and will		English Dept.			

undergraduate and graduate teaching and continue to focus on the ten strategies.	continue to prioritize the goals of the University's research and teaching and learning frameworks.	On-going action		x		
UNDERGRADUATE RECOMMENDATIONS						
Revitalize the undergraduate student lounge.	1. The MESS room has been revitalized.	Recommendation completed; no action required				
Dean of Arts Office to take admin. control of the ESL program.	2. ESL administrative and financial responsibilities should be considered fully with the Dean and ESL Director. *recommendation 3 dealt with below	The administration and financial responsibility for ESL is already located in the Dean of Arts office; no action required				
Undergraduate Co-ordinator and the Co-ordinators of the three diploma programs should do a thorough review of these programs.	4. The Undergraduate Studies Committee is currently reviewing the undergraduate programs.	The Department should consider eliminating the Professional Writing Diploma.	English Dept.	x		
Revisit the proposal to reduce to three credit hours the current general requirement for most incoming students to do six credit hours of courses in English.	5. The first-year programs and the financial and pedagogical ramifications of significant changes must be considered fully and carefully.	The Dean of Arts office will consider the ramifications of this reduction.	English Dept. DOA		x	
Increase mentoring and	6. Increased integration of	Ensure office	Head	x		

integration of per course and contractual instructors.	contractual and per-course instructors will be considered. Two steps have already been undertaken: mentoring and office assignment.	assignment on the main floor; consult with per course instructors regarding other measures	English Dept.			
GRADUATE RECOMMENDATIONS						
Develop an MA in Creative Writing.	1. A Masters in English: Creative Writing program is already being developed.	Bring proposal to Faculty Council this Fall	SGS; Head English Dept.	x		
Increase recruitment and application.	3. All efforts are being made to increase recruitment and enrolment.	Appoint faculty member or GA to update website; increase specialization to attract students; include students in research grants	Head, Grad Committee, SGS		x	
Develop a more coherent and healthy PhD program culture.	4. The Department will strive to create a more coherent and healthy PhD program culture.	Develop a brown bag seminar to share research proposals/projects; increase socializing opportunities; greater focus on professionalization	English Dept.	x		
Continue to refine the website's content and design.	5. The Dept. will continue its on-going effort to improve our web	On-going	Dean of Arts office can			

	presence.		support			
Examine program structure at the PhD level.	6. The program structure of the PhD program is already under review.	See point 9 below	English Dept.	x		
Reflect on MA thesis option.	7. The Dept. will maintain the MA thesis option, which will be paralleled by the Creative Writing option.	No action required				
Continue to offer at least ten graduate courses per year.	8. The Dept. Will continue to offer ten courses per year.	No further action required				
Revise calendar entries to reflect contemporary practice.	9. The use of the current “envelope” calendar entries will be reconsidered to reflect more fully contemporary practice.	Report to Dean results of curriculum discussions	Head		x	
1. One Graduate committee chaired by a graduate co-ordinator. 2. One undergraduate committee. 3. clear delineation of the Head and the Manager of Academic Programs. 4. A Policy and Priorities Committee to advise and support the Head. 5. A Deputy Head could be appointed.	Departmental Planning and organization recommendations will be considered at a special meeting in the Fall.	Consider amalgamating 1 st year and undergrad committees; reconsider the title of “Manager of Academic Programs”; Report to Dean on results of governance discussions	Head, English Dept.		x	

Two incremental faculty positions.	The Dept. welcomes the opportunity of two incremental faculty appointments. Faculty renewal is crucial.	Clarify in 4 year hiring plan the impact of impending retirements; hone strategic priorities, as appointments will depend on this.	Head	x		
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