

**Department of French and Spanish
Action Plan
July, 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
GENERAL RECOMMENDATIONS						
Behaviour for a healthy workplace	Agreed to seek more information	Presentation on bullying and its solutions	Head, Department	x		
Handbook of Departmental governance	Agreed	Drafting a handbook	Head, Department	x		
Faculty should carry out basic duties incumbent upon them	Agreed but involves a minority	Circulate info & Discuss within Department	Head, Department	x		
University Policies not followed	This is the case for a minority	Circulate and discuss	Head, Department	x		
GENERAL RECOMMENDATIONS						
Create Undergraduate Curriculum Committee with Terms of reference & process	Will create Undergraduate Studies Committee with terms of reference-	Create & Discuss departmental citizenship issues	Head, Department	x		
Create Graduate Committee with similar responsibilities and process as USC	We already have one but will revisit the Terms of reference and process	Revisit process	Head, Department	x		
Strengthen academic role of the First Year Coordinator	Should be a faculty member	Will discuss within hiring context			x	

Distinguish MA and MA/Med	M.A&M.Ed needs more of its courses on-line	Look into what credit we can get for the M.A&M.Ed program. Revisit M.A programs	Associate Dean Research, Grad committee		x	
The Honours programme should be removed as a requirement for the M.A program in French Studies	Not ready yet to agree to this recommendation.	The requirement will be revisited when we have strengthened the writing component in our programme				X
Consider new survey course in Literature	3504 has filled this role in the past	Consider a new second year survey course	Associate dean undergrad		x	
Create a double major	Agreed	Develop proposal with Assoc Dean undergrad support	Associate Dean Undergrad		x	
Strengthen Field schools and Terms Abroad with a Study Abroad Committee	Agreed	Review all field schools			x	
Increase Research Output	Faculty renewal will help but will set goals (number of peer reviewed articles, grants)	Set a goal for research productivity (grants & publications)	Dept., Associate Dean Research, Grants facilitator			x

Photocopy machine & office use	Agreed	Renovate space to separate photocopying	Dean/staff/Head		x	
Staff member who has basic knowledge of one of the languages	Agreed	Extra staff if warranted?	Dean		x	