



**FOR INFORMATION**

**PUBLIC**

**OPEN SESSION**

**TO:** Agenda Committee

**SPONSOR:** Susan McCahan, Vice Provost, Academic Programs  
**CONTACT INFO:** (416) 978-0490, vpademicprograms@utoronto.ca

**PRESENTER:** See above  
**CONTACT INFO:**

**DATE:** November 12, 2019 for November 21, 2019

**AGENDA ITEM:** 2a

**ITEM IDENTIFICATION:**

Follow-up Reports on Reviews:

- a) Department of Arts, Culture and Media (University of Toronto Scarborough)
- b) Forensic Science Program (University of Toronto Mississauga)
- c) Department of Ecology and Evolutionary Biology (Faculty of Arts and Science)
- d) Department of Chemistry; Pharmaceutical Chemistry Program (Faculty of Arts and Science)
- e) Department of Spanish and Portuguese; Latin American Studies Program (Faculty of Arts and Science)

**JURISDICTIONAL INFORMATION:**

The Committee on Academic Policy and Programs (AP&P) is the point of entry into governance for reports, summaries and administrative responses on the results of reviews of academic programs and units commissioned by academic administrators. The role of the Committee is to ensure that the reviews are conducted in accordance with University policy and guidelines, that an appropriate process has been followed, that adequate documentation is provided and consultations undertaken, and that issues identified in the review are addressed by the administration. Under the University of Toronto Quality Assurance Process, the AP&P may request a one-year follow-up report when concerns are raised in an external review that require a longer period of response.

This report is forwarded, together with the record of the Committee's discussion, to the Agenda Committee of the Academic Board, which determines whether there are any issues of general academic significance warranting discussion at the Board level. The same documentation is also sent to the Executive Committee and Governing Council for information.

## **GOVERNANCE PATH:**

1. Committee on Academic Policy and Programs [for information] (October 30, 2019)
2. **Agenda Committee of the Academic Board [for information] (November 12, 2019)**
3. Academic Board [for information] (November 21, 2019)
4. Executive Committee of the Governing Council [for information] (December 4, 2019)
5. Governing Council [for information] (December 12, 2019)

## **PREVIOUS ACTION TAKEN:**

At its meeting on November 1, 2018, AP&P considered the following reviews:

- The March 2018 review of the Department of Ecology and Evolutionary Biology (Faculty of Arts and Science), and the October 2, 2018 decanal response. AP&P requested a one-year follow-up report on the outcome of the workplace review and initiatives to improve staff relations.
- The November 2017 review of the Department of Arts, Culture and Media (University of Toronto Scarborough), and the October 9, 2018 decanal response. AP&P requested a one-year follow-up report to address the development of a clear vision for the department, as well as space concerns.
- The February 2018 review of the Forensic Science Program (University of Toronto Mississauga), and the October 9, 2019 decanal response. AP&P requested a one-year follow-up report to address the medium to long-term development of the program, including the eventual establishment of an EDU and independence from the Department of Anthropology.
- The March 2018 review of the Department of Chemistry (Faculty of Arts and Science), and the October 12, 2018 decanal response. AP&P requested a one-year follow up report to provide an update on the development of a standardized research requirement within undergraduate programs.
- The February 2018 review of the Pharmaceutical Chemistry Program (Faculty of Arts and Science), and the October 18, 2018 decanal response. AP&P requested a one-year follow up report to update on the relocation of the program to the Department of Chemistry.
- The March 2018 review of the Department of Spanish and Portuguese (Faculty of Arts and Science), and the October 2, 2018 decanal response. AP&P requested a one-year follow up report to address the integration of the LAS within the Department.
- The February 2018 review of the Latin American Studies Program (Faculty of Arts and Science), and the October 2, 2018 decanal response. AP&P requested a one-year follow up report to address the possible integration of the program within the Department of Spanish and Portuguese.

## **HIGHLIGHTS:**

- a) Following the 2018 external review, the Department of Ecology and Evolutionary Biology underwent a significant workplace review and has adopted a number of initiatives to address concerns raised. Workplace civility workshops were offered to both

faculty and staff, and were very well attended. The Chair undertook a review of staff morale, meeting with all staff members individually to discuss any concerns and suggestions, and has worked to significantly increase lines of communication with staff. The Chair is working with the Vice-Dean, Faculty, Academic Life and Equity and the new Associate Chairs to further improve climate in the unit and ensure open communication with new leadership.

- b) Following receipt of the review report, the Department of Arts, Culture and Media's Policy & Planning Committee has engaged in further discussions around the development of a departmental mission statement. They note space as 'an historic problem' for the department, but highlight several recent positive developments, including planning for a new building by ~2025; renovating two existing spaces in its inventory to create a New Media and Digital Image Innovation Lab and a Sound Creativity Lab; and largely consolidating the department's presence on the 4<sup>th</sup> floor of the recently completed Highland Hall's Humanities Wing.
- c) A draft proposal is currently underway to establish an EDU:B (the Forensic Science Centre, FSC) that will formally administer existing Forensic Science programs; it is expected that the five full time faculty contributing to the program will join the EDU:B. Once established the EDU:B will explore the possibility of expanding academic offerings, specifically a professional master's program, and progressing towards EDU:A status. The program has recently hired a teaching-stream Forensic Toxicologist, is next prioritizing a hire in Forensic Epistemology; and has identified additional long-term priority hires. The planned EDU will also engage faculty in cognate units at UTM (Anthropology, Biology, Chemical & Physical Sciences, and Psychology) through cross-appointments.
- d) *Given the joint concerns raised in the Department of Chemistry and Pharmaceutical Chemistry reviews, the Faculty of Arts and Science has provided a single follow up report.*

The Department of Chemistry continues to discuss and explore approaches to providing meaningful research experience to undergraduate students. Research components are currently built into capstone courses for several programs, and future students enrolled in "Introduction to Chemistry Research" (required in several programs) will attend professional skills workshops on research topics to consolidate the consistency of research experience in the course.

The Department of Chemistry became the administrative home of the Pharmaceutical Chemistry Specialist Program, effective May 2019, assuming responsibility for all aspects of program administration. The transfer does not involve changes to admission or program requirements. A Pharmaceutical Chemistry curriculum committee has been established, and ongoing communication between Pharmaceutical Chemistry and other undergraduate Chemistry programs is being encouraged. The Chair of Chemistry will continue to explore collaborative opportunities between the Department and the Leslie Dan Faculty of Pharmacy.

- e) *Given the joint concerns raised in the Department of Spanish and Portuguese and Latin American Studies reviews, the Faculty of Arts and Science has provided a single follow up report.*

The reviews of the Department of Spanish and Portuguese and Latin American Studies generated consultations resulting in a proposal to move the LAS program into the Department of Spanish and Portuguese, which received broad support from members of the Department. The Department can now offer administrative support and teaching by faculty with continuing appointments to the LAS program. LAS staff will report to the Department Chair, who is now responsible for the LAS budget. An additional 0.5 FTE staff position has been allocated to the Department to support both undergraduate programs, and a new faculty line has been allocated to support teaching in both LAS and Spanish and Portuguese. The transfer does not involve changes to admission or program requirements.

**FINANCIAL IMPLICATIONS:**

Not applicable.

**RECOMMENDATION:**

For Information.

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**DOCUMENTATION PROVIDED:**

- a) Department of Arts, Culture and Media (University of Toronto Scarborough) Follow-up Letter from Acting Vice-Principal, Academic & Dean Maydianne Andrade, dated September 25, 2019.
- b) Forensic Science Program (University of Toronto Mississauga) Follow-up Letter from Vice-Principal, Academic & Dean Amrita Daniere, dated September 25, 2019.
- c) Department of Ecology and Evolutionary Biology (Faculty of Arts and Science) Follow-up Letter from Dean Melanie Woodin, dated October 2, 2019.
- d) Department of Chemistry; Pharmaceutical Chemistry Program (Faculty of Arts and Science) Follow-up Letter from Dean Melanie Woodin, dated October 2, 2019.
- e) Department of Spanish and Portuguese; Latin American Studies Program (Faculty of Arts and Science) Follow-up Letter from Dean Melanie Woodin, dated September 26, 2019.



September 25, 2019

Professor Susan McCahan  
Vice-Provost, Academic Programs  
Office of the Vice-President and Provost  
University of Toronto

Follow-up Report: External Review of the Department of Arts, Culture and Media

Dear Susan,

Thank you for your letter of April 11, 2019 requesting our one-year follow-up report to the 2017-18 external review of the Department of Arts, Culture and Media and its undergraduate programs in Art History and Visual Culture, Arts Management, Curatorial Studies, Media Studies, Music and Culture, New Media Studies, Studio, and Theatre and Performance Studies.

As your letter notes, the Committee on Academic Policy and Programs (AP&P) requested a one-year follow-up report focused on two areas:

- The development of a clear vision for the Department; and
- Space concerns.

***Developing a Clear Vision for the Department***

In their report, the reviewers acknowledge that ACM has worked very hard over the past five years to develop a departmental vision and articulate how its nine programs fit into that vision; however, they suggest that more work is needed to develop ACM's strategic identity.

In our Administrative Response from October 9, 2018, we note that ACM has been engaged in a multifaceted visioning exercise for the past several years. While ACM deeply appreciates the recommendations of the review team and their clear desire to give it food for thought, there is some concern that the brevity of the reviewers' visit could not permit them sufficient time to appreciate the many connections that exist across the Department's nine programs. This connective tissue comes in many forms:

*Administrative:*

- The Departmental Council is ACM's constitutionally-established body comprising representatives from all programs, the staff and study body.
- The council of Program Directors are academic advisers and advocates for the various academic programs in ACM who meet regularly to discuss common goals and challenges.

*Curricular:*

- Programs that span multiple disciplines, for example the new Major in Media, Journalism and Digital Cultures (which combines Media Studies + Journalism), the new Major in Arts and Media Management (which combines Arts Management + Media), and Curatorial Studies (which combines Studio + Art History and Visual Culture).

*Student-oriented:*

- ACM Connects is a hub in the Department supporting its significant schedule of annual events; it also oversees student work study and volunteer positions supporting curricular and co-curricular activities across all programs.
- ARTSA is a very active Departmental Student Association with representation from across all ACM programs.
- ArtSideOut is a one-day annual festival of all arts, completely student led and funded, and now in its 12<sup>th</sup> year of operation.

Nevertheless, ACM remains committed to fully engaging with the reviewer's recommendations. Towards this end, following the receipt of the review report, the Department's Policy & Planning Committee undertook a discussion around the concept of developing a mission statement and what that would mean for them.

This Committee noted that the Department already has a general statement about its shared interests on its website: ACM is "a vibrant department that brings together a wealth of artistic and academic activity under one umbrella;" as well as a description of the four 'research themes' that establish shared ideas and approaches among faculty, namely: (1) contemporary culture in flux; (2) cultural history, theory and ethics; (3) (re)making art and culture; and (4) media, institutions and the politics of participation.

Although the Department did work on a mission statement, the end result was found to be unsatisfying, and not really an improvement on existing public information and messaging. Going forward ACM will continue to actively re-visit the concept of a mission statement, but in terms of a unifying vision for the Department, they believe this already exists and is well communicated to faculty, students and staff.

*Space*

In their report, the reviewers suggest that the wide distribution of ACM spaces across UTSC makes it more difficult for the Department to function in a coherent way, or to establish a symbolic presence on campus.

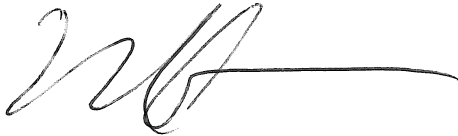
In our Administrative Response from October 9, 2018, we note that space is an historic problem for ACM, and campus leadership is acutely aware of the severity of ACM's space needs. While it is true that the inadequacies of its spaces, and their distribution around campus, are a challenge for ACM – particularly as it continues to grow each year – nevertheless, some important developments have been made this past year.

The UTSC “Arts & Culture Building” Project Planning Committee has been struck and has been meeting since July 2019. It has representation from across ACM (4 faculty members, 1 staff member, and 1 student), and is being Co-chaired by the ACM Department Chair (Professor Barry Freeman). It aims to produce a project report by February 2020 for review by University governance, with a goal of a new building by ~2025.

ACM is renovating two existing spaces in its inventory to create (i) a New Media and Digital Image Innovation Lab; and (ii) a Sound Creativity Lab. These new spaces will address some of the immediate need in the unit. Phase 1 of the New Media Lab has been completed, with Phase 2 scheduled to be completed in Summer 2020. The Sound and Creativity lab renovations will be completed by Winter 2020.

Finally, ACM is doing what it can with existing inventory to aid with departmental coherence. The secondary effects created by the recent completion of Highland Hall has made it possible for ACM to consolidate its presence on the 4<sup>th</sup> floor of the Humanities Wing, although faculty offices remain spread between two buildings (H-Wing and the Arts and Administration building); however, this is the most that can be accomplished in the short term. In the medium term, with the planned completion of a new Instructional Centre in 2023, space freed in the Arts and Administration Building by the relocation of administrative offices will allow more opportunities to improve the coherence and quality of space. The long-term goal is to move the entire academic unit to the proposed new Arts & Culture Building within 6 years.

Sincerely yours,

A handwritten signature in black ink, appearing to read 'MA', with a long horizontal line extending to the right.

Professor Maydianne Andrade  
Acting Vice-Principal Academic and Dean



September 25, 2019

Professor Susan McCahan  
Vice-Provost, Academic Programs  
Office of the Vice-President and Provost  
University of Toronto

Follow-up Report: External Review of the Forensic Science Program at UTM

Dear Susan,

In a letter dated April 11, 2018, you requested a one-year follow-up report to the February 2018 review of the Forensic Science Program (FSC) at UTM. The letter conveyed a request from the Committee on Academic Policy and Programs (AP&P) to follow up on the medium to long-term developments, including the establishment of an EDU to provide the Program with independence from the Department of Anthropology.

***Establishment of an EDU***

A draft proposal to establish an EDU:B (the Forensic Science Centre) is currently underway. The proposed Forensic Science Centre will formally administer the existing specialists in Forensic Anthropology, Forensic Biology, Forensic Chemistry, and Forensic Psychology as well as the Major in Forensic Science and the Minor in Forensic Science subject posts. It is expected that the current five (5) full-time faculty contributing to the Forensic Science Program will join the EDU:B in addition to the expected forensic epistemologist, forensic psychologist, and the forensic microbiologist (see Faculty Complement Planning below).

Following the establishment of the Forensic Science Centre as an EDU:B, the unit will explore the feasibility of expanding academic offerings – specifically a professional master’s program (see Curriculum Alignment & Planning below) – and increasing organizational stability with the progression to an EDU:A. This will be done in consultation with the Department of Anthropology and the Dean’s Office.

***Faculty Complement Planning***

In direct response to the reviewer’s recommendation to build on the existing strengths in forensic chemistry and forensic toxicology, FSC has recently hired a teaching-stream Forensic Toxicologist. This new hire began on July 1, 2019.

Forensic Science originally envisioned hiring a Forensic Psychologist in the medium-term and then a Forensic Epistemologist in the long-term. With the approval of the Dean’s Office, FSC



instead decided to prioritize the Forensic Epistemologist hire. This search is currently underway with an expected start date of July 1, 2020. Long-term priority hires continue to be the Forensic Psychologist, and the Forensic Microbiologist.

All new hires (along with the existing five FSC-contributing faculty) will hold appointments in the Forensic Science Centre. The long-term goal is to have eight (8) primary faculty with cross-appointments from relevant UTM faculty in overlapping disciplines (i.e. from the departments of Anthropology, Biology, Chemical & Physical Sciences, and Psychology).

### ***Curriculum Alignment & Planning***

The curriculum mapping process is ongoing. As a direct result of curriculum mapping and review, several changes have been implemented in the FSC programs, particularly in the specialists, to streamline course offerings for better alignment with program learning outcomes and with a view to accreditation in the very near future. The addition of specific forensic science courses, such as *Analytical Toxicology* and *Advanced Forensic Biology*, have provided FSC with more autonomy and control within their own programs and in their curricular development. However, there is more work to do and so curriculum review and alignment will continue into the long-term.

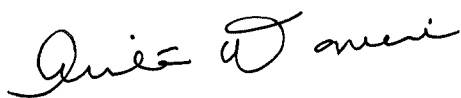
At the graduate level, a professional master's program is still a priority for FSC, to be examined in more detail once the Forensic Science Centre has been established as an EDU:B. Currently, Prof. Rogers is monitoring two existing master's programs at other universities. Though neither is an ideal model for UTM, their progress, successes and failures will be critical considerations as they develop their own graduate program.

### ***Space Planning***

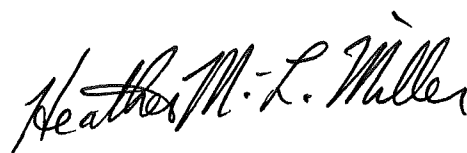
Plans for the "Science Building" are well underway at UTM. Currently, FSC will only occupy a suite of offices on the ground floor; however, possibilities exist for laboratory space in the building and will be requested through Facilities Management & Planning.

Please let me know if you have any questions about this response.

Sincerely,



Amrita Danieri  
Vice-Principal, Academic & Dean



Heather M.-L. Miller  
Vice-Dean, Teaching & Learning



UNIVERSITY OF TORONTO  
FACULTY OF ARTS & SCIENCE

October 2, 2019

Professor Susan McCahan  
Vice-Provost, Academic Programs  
University of Toronto

Dear Professor McCahan,

I am writing in response to the request by the Committee on Academic Policy and Programs (AP&P) in regards to the March 6-7, 2018 external review of the Department of Ecology and Evolutionary Biology and its undergraduate and graduate programs. At its meeting on November 1, 2018, AP&P requested a one-year follow-up report addressing the progress on the outcome of the workplace review and initiatives to improve staff relations. The Faculty has worked with the Chair of Ecology and Evolutionary Biology to address the concerns of the AP&P committee.

Following the March 2018 external review, the Department of Ecology and Evolutionary Biology has undergone a significant workplace review and has adopted a number of initiatives to address concerns raised. First, the Chair has worked with the Faculty to bring workshops on workplace civility to both faculty and staff. Both the staff and faculty workshops were very well attended, and in multiple faculty and staff meetings, the Chair has reinforced the messages of civility and inclusion, along with a clear message of the pathways and resources if new concerns arise. The Chair also underwent a full review of staff morale, meeting with all staff members individually and discussing any concerns and suggestions. The Chair has increased the lines of communication with staff significantly, including regular staff meetings and frequent email communication over the listserv. He also met with the Vice-Dean, Faculty, Academic Life & Equity, in August 2019, to discuss progress made on this matter and ways to further improve the climate in the unit. The Chair is also working closely with the new Associate Chairs and the staff to ensure smooth transition and open communication with the new leadership.

I feel confident that the changes initiated by the program and its faculty address the concerns of the AP&P follow-up request.

Sincerely,

Melanie Woodin  
Dean and Professor of Cell and Systems Biology

cc:

Stephen Wright, Chair, Department of Ecology and Evolutionary Biology, Faculty of Arts & Science  
Poppy Lockwood, Vice-Dean, Academic Planning and Strategic Initiatives, Faculty of Arts & Science  
Asher Cutter, Associate Dean, Undergraduate Issues and Academic Planning, Faculty of Arts & Science  
Daniella Mallinick, Director, Academic Programs, Planning & Quality Assurance  
Andrea Benoit, Academic Review Officer, Faculty of Arts & Science

October 2, 2019

Professor Susan McCahan  
Vice-Provost, Academic Programs  
University of Toronto

Dear Professor McCahan,

I am writing in response to the request by the Committee on Academic Policy and Programs (AP&P) in regards to the February 12, 2018 external review of the Pharmaceutical Chemistry undergraduate program and the March 19-20, 2018 external review of the Department of Chemistry and its undergraduate and graduate programs. At its meeting of November 1, 2018, AP&P requested a one-year follow-up report from the Pharmaceutical Chemistry program on the relocation of the program to the Department of Chemistry, as well as a one-year follow-up report from the Department of Chemistry with an update on the development of a standardized research requirement within undergraduate programs. The Faculty has worked with the Chair of the Department of Chemistry to address the concerns of the AP&P committee.

**Transfer of Pharmaceutical Chemistry into the Department of Chemistry:** The Department of Chemistry became the administrative home of the Pharmaceutical Chemistry Specialist Program, effective May 1, 2019. The Department of Chemistry has now assumed responsibility for all aspects of the program administration, including its governance. Prior to the transfer, the complete calendar entry for the Pharmaceutical Chemistry program was listed under Pharmaceutical Chemistry. As of May 1, 2019, the complete calendar entry appears under Chemistry, with a cross-listing under Pharmaceutical Chemistry. The Pharmaceutical Chemistry Specialist program will be reviewed with the Department of Chemistry in the next UTQAP cyclical review, in accordance with the schedule of reviews as determined by the Vice-Provost, Academic Programs. Because the transfer did not involve changes to either program requirements or admissions, the transfer was not expected to have any adverse impact on students. The Director met with students in the Pharmaceutical Chemistry program on November 6, 2018, to discuss the transfer and answer any questions.

A Pharmaceutical Chemistry curriculum committee has now been set up, to be consulted on all aspects of program curriculum. The Director of the Pharmaceutical Chemistry Program, currently a faculty member from the Leslie Dan Faculty of Pharmacy (LDFP), is now also a member of the Chemistry Undergraduate Program Committee, ensuring ongoing communication between the Pharmaceutical Chemistry program and the other Undergraduate Chemistry programs. As per the terms of the administrative transfer, the Pharmaceutical Chemistry Director is responsible for program admissions in consultation with the Department of Chemistry Undergraduate Studies Committee.

In their report, the UTQAP reviewers of the Pharmaceutical Chemistry program suggested the addition of CHM499Y as a 400-level research course option as an alternative to PHC489Y. This will

be brought forward to the Arts & Science governance committee during the fall semester, with appropriate mechanisms in place to ensure the ongoing success of PHC489Y.

In sum, the transfer has proceeded smoothly and is substantially to the benefit of all parties involved. The Chair of Chemistry will continue to explore joint opportunities between the Department of Chemistry and the LDFFP, including undergraduate, graduate, and research opportunities within the units and between faculty members. These additional interactions should strengthen relationships and indirectly help provide support for the continued success of the Pharmaceutical Chemistry specialist program.

**Chemistry Research:** Mounting a standardized research requirement for approximately 150 chemistry program students in one academic year is a significant challenge given the available resources, our faculty complement, funding (research costs), infrastructure (limited laboratory space), and safety considerations. Importantly, there are research components built into the required capstone courses for several of our programs (most notably the Chemistry, Biological Chemistry and Synthetic & Catalytic Chemistry specialist offerings). In these courses students are required to design experiments to test research hypotheses and to undertake practical work with minimal formal supervision. In addition, future students enrolled in the CHM 499Y "Introduction to Chemistry Research" course (also required by several programs) will attend several professional skills workshops on topics including graduate school applications/interviews, searching/reading the primary literature, presenting research findings to different audiences and thesis/poster composition. This is in part to consolidate the consistency of the research experience in this course. The Department will continue to discuss and explore alternative approaches to provide meaningful research experiences to our undergraduate students.

I feel confident that the changes initiated by the program and its faculty address the concerns of the AP&P follow-up request.

Sincerely,



Melanie Woodin  
Dean and Professor of Cell and Systems Biology

cc:

Robert Batey, Chair, Department of Chemistry, Faculty of Arts & Science

Poppy Lockwood, Vice-Dean, Academic Planning and Strategic Initiatives, Faculty of Arts & Science

Asher Cutter, Associate Dean, Undergraduate Issues and Academic Planning, Faculty of Arts & Science

Daniella Mallinick, Director, Academic Programs, Planning & Quality Assurance, Office of the Vice-Provost, Academic Programs

Andrea Benoit, Academic Review Officer, Faculty of Arts & Science



UNIVERSITY OF TORONTO  
FACULTY OF ARTS & SCIENCE

September 26, 2019

Professor Susan McCahan  
Vice-Provost, Academic Programs  
University of Toronto

Dear Professor McCahan,

I am writing in response to the request by the Committee on Academic Policy and Programs (AP&P) in regards to the February 2, 2018 external review of the Latin American Studies undergraduate program and the March 7-8, 2018 external review of the Department of Spanish and Portuguese and its undergraduate and graduate programs. At its meeting of November 1, 2018, AP&P requested a one-year follow-up report addressing the progress on the integration of the Latin American Studies program within the Department of Spanish and Portuguese.

The Faculty has worked with Chair of the Department of Spanish and Portuguese to address the concerns of the AP&P committee.

The reviews of Latin American Studies and the Department of Spanish and Portuguese generated a series of consultations and discussions among the Vice-Dean, Academic Planning and Strategic Initiatives; the Vice-Dean, Undergraduate and International; the Director of LAS; and the Chair of the Department of Spanish and Portuguese. These consultations resulted in a proposal to move the LAS program into the Department of Spanish and Portuguese. Academically, there was a strong rationale for this move, given that many of the elective courses in LAS are offered through Spanish and Portuguese, and the leadership of LAS was most recently held by a faculty member in Spanish and Portuguese. The Department has significant experience in operating undergraduate programs, and can now provide the LAS programs with administrative support and teaching by faculty with continuing appointments.

The Chair engaged in significant consultation with members of the Department, and discerned broad Departmental support for the proposal to become the administrative home for LAS. Accordingly, as of July 1, 2019, the Department of Spanish and Portuguese became the administrative home for the Latin American Studies major and minor programs. The Chair of the Department of Spanish and Portuguese is now responsible for the LAS budget. LAS staff will report to the Chair. An additional .5 FTE staff position has been allocated to the Department to support both the LAS and the Spanish and Portuguese undergraduate programs. A new faculty line was allocated to the Department of Spanish and Portuguese through the 2019 Faculty Appointments Committee, conditional upon the administrative transfer of LAS to Spanish and Portuguese. This faculty position will support teaching in both LAS and Spanish and Portuguese.

The administrative transfer of the LAS program is expected to have very little impact on students in the LAS programs, beyond an assurance that they will now receive some instruction from continuing faculty members, as there is no change in the admission to the program or program requirements.

We have consulted with the A&S Registrar's Office and they are aware of this transfer; their office has made the necessary changes to Degree Explorer and on ROSI.

The Department of Spanish and Portuguese has now assumed responsibility for all aspects of the LAS program administration, including governance. The LAS programs will be reviewed with the Department of Spanish and Portuguese in the next UTQAP cyclical review, in accordance with the schedule of reviews as determined by the Vice-Provost, Academic Programs.

I feel confident that the changes initiated by the program and its faculty address the concerns of the AP&P follow-up request.

Sincerely,

A handwritten signature in black ink that reads "M Woodin". The letters are cursive and fluid.

Melanie Woodin  
Dean and Professor of Cell and Systems Biology

cc:

Ana Perez-Leroux, Chair, Department of Spanish and Portuguese  
Poppy Lockwood, Vice-Dean, Academic Planning and Strategic Initiatives, Faculty  
of Arts & Science

Asher Cutter, Associate Dean, Undergraduate Issues and Academic Planning

Daniella Mallinick, Director, Academic Programs, Planning & Quality Assurance, Office of the  
Vice-Provost, Academic Programs

Andrea Benoit, Academic Review Officer, Faculty of Arts & Science