



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 signature is written in a cursive, flowing style.

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