Queen’s University

Executive Summary of the Review of the Academic Programs in the Department of Film and Media

In accordance with Queen’s University Quality Assurance Processes (QUQAP), the Department of Film and Media submitted a self-study on November 12, 2014 to the Faculty of Arts and Science and the Office of the Provost and Vice-Principal (Academic) to initiate the cyclical program review of its undergraduate programs. The approved self-study presented program descriptions, learning outcomes, library report and analyses of data provided by the Office of Institutional Research and Planning. Appendices to the self-study contained CVs for each full-time member in the Department of Film and Media and the library report.

Three arm’s-length reviewers (Brian McIlroy, Professor, University of British Columbia; Patrice Petro, Professor and Vice-Provost, University of Wisconsin-Milwaukee; and, Jonathan Rose, Associate Professor, Queen’s University) examined the materials and conducted a site visit on February 9 and 10, 2015. The site visit included interviews with the deputy provost, dean and associate dean of the Faculty of Arts and Science and meetings with the department head, heads of cognate units, director of the Agnes Etherington Art Centre, the librarian, students, technicians, staff and faculty.

In their report (February 17, 2015), the review team provided feedback that describes how the Department of Film and Media’s programs meet the QUQAP evaluation criteria and are consistent with the university’s mission and academic priorities. The review team noted that the Department of Film and Media is strongly led, has a vision, is highly collegial, and produces excellent graduates taught by a committed and impressive faculty complement.

The review team did report on a number of challenges including: the need for more teaching assistants; improving the attractiveness of the Isabel Bader Centre as a community and creative space; and, the need to make course descriptions uniform across platforms.

Based on all of the above documentation, a Final Assessment Report and an Implementation Plan were prepared by the vice-provost (teaching and learning) and approved by the provost (August 12, 2015).

The academic programs in the Department of Film and Media have been approved to continue and are scheduled for their next review in eight years (2022-2023)

Prepared by the vice-provost (teaching and learning) September 8, 2015
**Implementation Plan:**

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| As identified by the Review Team, the Department of Film and Media is a well-managed unit that has thrived despite a long period of fiscal constraints. The SCPRC recognizes that resource limitations may cause a "single points of failure" (for example the revenue source associated with instruction of online courses taught by one particular instructor) in the Department because Film and Media does not have a clearly articulated succession plan. If key positions become vacant (tenured-faculty, instructors, support staff or technicians), the department will be left in a very vulnerable position. Therefore, the SCPRC recommends that the Department of Film and Media, in conjunction with the Faculty of Arts and Science, create a succession plan that:  
  o Identifies critical positions and positions that will be hard to hire;  
  o Encompasses an inventory of existing skills and core competencies (including scholarly | Initiate discussions with relevant associate dean, department head, staff, technicians and faculty. | Relevant associate dean of Arts and Science in consultation with the department head | Dean of arts and science’s *annual report* to the provost 2016 |
- Identifies individuals who can step into a role should the position become vacant;
- Identifies professional development opportunities for support staff to ensure they have the necessary skills to meet future job requirements;
- Includes a strategic plan for recruitment of additional positions should opportunities arise in the future.