

Date: October 1, 2024
To: Senate, University of Prince Edward Island
From: Senate Academic Planning and Curriculum Committee (APCC)
Subject: **Annual Report to Senate – Summary of 2023/24 Activities**

Terms of Reference

1. To review existing programs and policies with a focus on quality assurance and developing initiatives.
2. To report to Senate the results of reviews carried out under (1) and, as appropriate, to make policy and program recommendations to Senate.
3. To consider curriculum issues of general academic interest and make recommendations to Senate regarding these issues.
4. To review course offerings, inter-faculty offerings and curriculum requirements where appropriate and to consider new courses and changes in courses and make appropriate recommendations to Senate.
5. To draw Senate’s attention to, and make recommendations regarding, those changes in curriculum which have implications in terms of staffing or affect other Departments, Schools, Faculties, or support areas such as the Library and Information Technology Systems and Services.
6. The Committee will report as needed and submit an annual summary report of activities to Senate in September.

2023/24 Membership

Vice-President, Academic and Research (Chair).....	Greg Naterer
Interim Dean of Arts.....	Sharon Myers
Dean of Business	Tarek Mady
Dean of Education	Miles Turnbull
Dean of Graduate Studies	Marva Sweeney-Nixon
Interim Dean of IKERAS	Gary Evans/Erin Reid
Dean of Nursing	Christina Murray
Dean of Science	Nola Etkin
Interim Dean of Sustainable Design Engineering	Wayne Peters

Dean of Veterinary Medicine	John VanLeeuwen / Dominique Griffon
Interim Registrar	Andrea Trowbridge
University Librarian	Donald Moses
Undergraduate Student (SU)	Noah Mannholland
Graduate Student (GSA)	Leah Gauthier

The Academic Planning and Curriculum Committee met ten times during the 2023-24 academic year. The committee provided seven curriculum reports to Senate.

UPEI Internal QA Program Reviews in 2023/24

Efforts to increase the priority for and culture of quality assurance has continued over the past year. This commitment to quality assurance of academic programming aligns with UPEI's mission, as well as the University's vision and commitment to developing our students to their full potential in both the classroom and the community.

The following program reviews were completed or initiated in 2023/24:

- Modern Languages
- Psychology
- Sociology / Anthropology
- Kinesiology
- MSc Sustainable Design Engineering
- Master of Arts in Island Studies
- University 1000 courses
- MBA in Global Leadership/Executive MBA
- Bachelor of Science in Applied Climate Change and Adaptation

Internal Participation

Internal quality assurance reviews take several months to complete and require data from various University units. Information needs for each review are coordinated by the Office of the VPAR in collaboration with the UPEI Registrar's Office, the Office of Institutional Data, Office of Research Services, and UPEI Financial Services. In addition, UPEI's Robertson Library and APCC are involved in each review at different stages.

The participation of faculty members as internal reviewers on Advisory Teams is also required for UPEI quality assurance reviews. The following UPEI faculties had members participate as internal QA program reviewers over the past year:

- Faculty of Science - School of Mathematical and Computational Sciences
- MacDougall Faculty of Business
- Faculty of Arts – Department of History

External Participation

Expert external reviewers from universities across Canada participated as Advisory Team members in UPEI internal quality assurance reviews completed or initiated in 2023/24. Universities represented include:

- Brock University
- St. Mary's University (x2)
- University of New Brunswick
- Acadia University
- Royal Roads University

Annual Progress Reports on Quality Assurance Action Plans

Within one month of a QA program review site visit, the Advisory Team provides a review report and recommendations. This report is shared with the program being reviewed and APCC. Program leads (such as the Dean, Chair or Coordinator) are then invited to APCC to present the program area's response to the report and recommendations through an action plan. The action plan outlines the program's approach to implementing recommendations and/or priority initiatives that enable continuous improvement to student education and experience. Action plans require an annual update to APCC.

Annual progress reports provided to APCC in 2023/24 for reviews carried out in previous years include:

- Faculty of Science (School of Mathematical and Computational Sciences)
- Faculty of Science (Paramedicine Programming)
- Faculty of Science (Environmental Studies)
- Faculty of Science (Physics)
- Faculty of Arts (Economics)
- Faculty of Arts (Diversity and Social Justice)

Annual progress reports that are currently overdue or pending presentation to APCC include:

- Faculty of Arts – Bachelor of Integrated Studies

Upcoming Reviews

Faculty Deans were advised of upcoming internal quality assurance reviews for programs for the next two years in a memo from the VPAR/Chair of APCC on November 21, 2022. This memo also provided programming deliverables related to the Senate policy (such as annual progress report deadlines) and MPHEC program-related deadlines (such as conditional approval follow up items).

Internal Quality Assurance Academic Program Reviews to be initiated in 2024/25 include:

- BSc Chemistry (Accreditation)
- BSc Biotechnology
- Philosophy
- Applied Communication, Leadership, and Culture
- Religious Studies

Acknowledgements

Contributions by Rachel Hasan, Quality Assurance and Planning Officer, to the oversight, administration and support for Quality Assurance processes and above program reviews and documentation are gratefully acknowledged.