

University of Calgary Faculty of Arts

Department of Communication, Media, and Film Curriculum Review – **Public Report**



April 21, 2017

Executive Summary

Curriculum review of programs is a mandated process at the University of Calgary with the aim of ensuring that identified program-level outcomes are effectively realized through program requirements, curriculum, and courses. In winter 2016, the Department of Communication, Media and Film embarked on a curriculum review for its degree programs in Communication and Media Studies (COMS) and in Film Studies (FILM). This report outlines the scope, research methods and activities, timeline, and findings from the curriculum review as well as the recommendations and action plan flowing from the review.

The context for the review included program enrolments and the recommendations and follow-up from the department's program (unit) review completed in 2015, as well as consideration of the department's complement of faculty members, including several recent hires, and the competition for prospective students for our programs. Early in the process, department members collaboratively agreed on nine guiding questions for the review. The review also considered adjustments in course offerings, prerequisites, and requirements that would strengthen our programs. Other guiding questions related to teaching and learning activities in the department and to the recruitment of students into our programs.

In addition to online research and review of key documents, research for the curriculum review included the development and administration of instructor, student, and alumni surveys for each of our programs. These surveys were administered and analyzed with the assistance of a research assistant hired for five weeks in spring 2016 with funding from a STEP grant. In total 10 versions of the survey were administered online via SurveyMonkey in spring 2016, and a total of 142 students and alumni responded to the surveys. All faculty members, including a few sessional instructors, completed curriculum review surveys, and, in some cases, more than one instructor completed a survey mapping the outcomes for a specific course.

Our research indicates that our COMS and FILM degree programs compare favourably to comparable programs at other Canadian universities, although a few gaps in COMS course offerings were noted, including lack of courses related to political economy and to visual, environmental, and political communication. Identified strengths of the COMS program included its increasing focus on media studies as a cohesive element, the inclusion of rhetoric and communication and culture courses as program requirements, the inclusion of both theory- and practice-based courses in the slate of courses offered, and the relatively unique Bachelor of Communication and Media Studies (BCMS) collaborative degree program. Identified strengths of FILM program included its focus on aesthetic and historical dimensions of film studies, the program's many connections with the community, and faculty members' expertise in film history, archives, and theory. The review revealed opportunities in the Film Studies program to increase focus on non-western global cinemas and to emphasize issues of race, gender, sexuality, class, and ideology as related to film. However, our limited faculty complement in Film currently constrains our ability to expand the program's course offerings in these areas.

Strengths recognized across our programs and courses in our department include our faculty members' research expertise, teaching excellence, and commitment to experiential learning and

community engagement. The curriculum review confirmed that instructors in CMCL, COMS, and FILM effectively integrate research and teaching, encourage experiential learning, and use a range of appropriate and effective strategies for supporting and assessing student learning through in-class activities and assignments, including innovative assignments, particularly in COMS. A review of average grades across courses in our department from 2011 to 2016 found no serious anomalies and indicated that grading practices and average grades appear to be appropriate and reasonably consistent across sections.

The offering of both COMS and FILM courses within the same department was also identified as a strength of our programs as it allows students to count certain courses in FILM toward a COMS degree and vice-versa. Beyond the addition of selected COMS courses to the Field of Film list, other potential opportunities for linkages between COMS and FILM courses were not flagged as priorities in this curriculum review.

Mapping of course-level learning outcomes with identified program-level outcome goals revealed the expected patterns, with 200-level courses introducing key concepts, skills, and knowledge at an introductory level and higher-level courses developing skills and knowledge at levels described as developing or advanced. No serious anomalies were noted, suggesting that courses in both COMS and FILM programs adequately cover key concepts at an appropriate level of complexity. The curriculum review findings and discussions resulted in a number of proposed changes to program requirements and courses. The changes, listed below, were passed by CARC March 15, 2017, as part of the proposed revisions for the *2018-19 University Calendar*:

- **COMS:** strengthened prerequisites for COMS 481 and 503; strengthened requirements for the COMS minor program; the addition of four new courses--COMS 367 (*Visual Communication and Culture*), COMS 479 (*Feminist Media Studies*), COMS 485 (*Environmental Media and Communication*), and COMS 502 (*Political Economy of Communication*); the replacement of the 6-unit capstone BCMS course, COMS 580, with a 3-unit COMS 581 to be taught by ongoing faculty members, thereby reducing our reliance on sessional instructors; the deletion of COMS 471; minor changes to descriptions for COMS 473, 383, and 435; and the splitting of the 6-unit Honours thesis course (COMS/FILM 590) into two 3-unit courses (COMS/FILM 595 & 597).
- **FILM:** addition of COMS 367, 475, and 401.43 to the Field of Film; and the reconceptualization of program requirements by level of study rather than using the current thematic categories.
- **CMCL:** renumbering CMCL 301, 303, 501, and 503 to CMCL 201, 203, 305, and 307; and the replacement of CMCL 301 with CMCL 305 (formerly 501) as a COMS degree requirement.

Finally, the curriculum review resulted in recommendations to enhance writing instruction and support for students in the COMS program; to offer faculty members workshops on assignment design, writing instruction, and managing group projects; and to encourage the scholarship of teaching and learning (SoTL) efforts within the department. The review also considered the extent to which indigenous perspectives are reflected within courses in COMS and FILM, and the review identified opportunities for enhancing our department website, promotional materials, and communication of our curriculum review.

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Curriculum Review Process and Mandate

Curriculum Review is an “Academic, staff-led critical examination of each undergraduate . . . program for the purpose of optimizing the learning outcomes of that program” (University of Calgary, 2013, p. 2). In 2016, the Department of Communication, Media and Film in the Faculty of Arts embarked on an intensive curriculum review process for its undergraduate programs, as mandated by the University of Calgary. This report outlines the context for and scope of the curriculum review, the research methods, timeline, findings, recommendations, and action plan. The next curriculum review is scheduled to take place in 2022, five years from now, with an interim report due in 2020.

The curriculum review was led by a team of four members:

- Barbara Schneider – Head, Department of Communication, Media and Film
- Jo-Anne Andre – Director of Undergraduate Programs, Communication, Media and Film
- Lisa Stowe – Coordinator of the Communication and Media Studies Program
- Carla McCutchin – Research assistant, hired with funding from the STEP program. Ms. McCutchin is a student in the MA in Communication and Media Studies Program and is a graduate of the Communication Studies B.A. program from the University of Calgary

The Department’s Undergraduate Program Committee (UPC) provided vital assistance at key stages in the process, including the development of the first of a dozen drafts of the guiding questions and program-level outcomes. UPC members included Lee Carruthers, Coordinator of the Film Studies program, and professors Greg Taylor, Tamara Shepherd (to July 1, 2017), and Samantha Thrift (from July 1, 2017), as well as the three faculty members listed above.

Of course, the curriculum review could not have been completed without the active participation of department members, who helped refine the guiding questions and program-level outcomes, completed curriculum review surveys, and participated in the analysis of the findings and the development of recommendations and action plan. In addition, 142 students and alumni from our programs contributed to the curriculum review by providing their perspectives on the strengths of our programs and areas for improvement. The review team also acknowledges the valuable training and support received from Patti Dyjur and the Taylor Institute for Teaching and Learning.

All programs and courses in the Department were reviewed except for the degree programs and courses in Science, Technology and Society (STAS) as these are being phased out, with the final STAS course offerings in winter 2017. Courses in academic writing (ACWR 303) were also excluded from the review as they currently serve only students in other units (i.e., Nursing, the Community Rehabilitation and Disabilities Studies program, and the Aboriginal Student Access Program.)

Context for the Curriculum Review

As discussed below, the curriculum review process in the Department of Communication, Media and Film was informed by the *Program Review* completed in May 2015 by two external and one internal examiners (Geisler, Straw, & Stewart, 2015) and by considerations of our current teaching

capacity given recent retirements, new hires, and restrictions on the extent to which we are able to supplement our teaching capacity with the use of sessional instructors. *[Note: This section is an abridged version of the section in the full report document. Subsections have been renumbered.]*

Overview of Programs in the Department of Communication, Media and Film

The Department of Communication, Media and Film offers degrees in Communication and Media Studies (COMS) and in Film Studies (FILM).

Communication and Media Studies

Communication and Media Studies explores the ways in which communication constructs and reflects society and culture. The program emphasizes the theory, criticism, and history of communication through traditional media, new media, and popular culture. It also focuses on the theory, critique, and production of informative, persuasive and professional discourse in a range of public, media and organizational contexts (e.g., discourse related to identity, health, technology, food and food marketing, and the environment).

Degrees offered in this stream are as follows:

- BA in Communication and Media Studies
- BA Honours in Communication and Media Studies
- Bachelor of Communication and Media Studies (BCMS) (in collaboration with SAIT).

All these degrees may be taken with a Co-operative (Co-op) Education option, giving students the opportunity to gain career-related experience through three paid work terms while completing their degree. A minor in Communication and Media Studies is also offered. Typically, students in the BA program account for about 75% of majors in Communication and Media Studies, with students in the BCMS program making up the remainder.

Film Studies

Film Studies situates motion pictures within a wider culture of images and sounds, comprising both contemporary media and diverse historical practices. The program offers students the analytical skills and historical and theoretical frameworks to critically assess contemporary visual culture, and in this way helps to prepare them for careers in film and media criticism, film programming and production, work in cultural institutions, and university research and teaching.

Degrees offered in this stream are as follows:

- BA in Film Studies
- BA Honours in Film Studies
- Bachelor of Film Studies (BFS) (in collaboration with SAIT Polytechnic).

All these degrees may be taken with a Co-operative (Co-op) Education option, giving students the opportunity to gain career-related experience through three paid work terms while completing their degree. A minor in Film is also offered to students in other programs. Typically, students in the BA program account for 65 to 75% of our majors in Film, with students in the BFS program making up the difference.

Guiding Questions for the Curriculum Review

One of the first steps in the curriculum review process was to develop a set of guiding questions for the review. The original draft of these questions was developed by the UPC (Undergraduate Program Committee), and the list of questions went through a dozen or so revisions as they were reviewed by department members in various department- and program-level meetings. The following nine questions formed the basis of our curriculum review and serve as the framework for the findings presented in this report.

1. What are the strengths of our COMS and FILM programs compared to other leading Canadian programs in these fields? What elements contribute to the developing identity of our programs? Are there gaps in our programs that should be addressed, and, if so, how might we best address these gaps (e.g., through new hires, new courses, etc.)?
2. To what extent do our curricula (a) reflect the current state of the discipline and connect to current debates in the field, and (b) reflect and draw on the research expertise of faculty members?
3. How do our identified course outcomes and objectives articulate with our program-level outcomes? Is there an overall coherence in our programs? Do our senior courses effectively build on prerequisite courses? What, if any, adjustments in our program requirements, course offerings, and prerequisites would strengthen our programs?
4. Do our program curricula encourage scholarly and research excellence?
5. What opportunities are there for curricular linkages between Film Studies and Communication and Media Studies?
6. Where opportunities exist to do so, to what extent are faculty members bringing their research into their classroom or other teaching?"
7. What pedagogic strategies are we using to support student learning (e.g., formative assessment strategies, collaborative learning tasks, scaffolded instruction, effective use of technology, inquiry-based learning, experiential learning, flipped classrooms, discipline-specific strategies etc.)?
8. Does our curriculum effectively engage with the community (e.g., through field trips, guest speakers, or assignments that focus on community issues or that require community-based research? Does our curriculum encourage student engagement with the community and the larger world through travel study or other courses requiring students to consider aspects of globalization?
9. How can we increase recruitment into our programs, particularly into our Film and Honours programs? Do our promotional materials effectively portray the strengths of our programs?

Program Learning Outcomes

Program learning outcomes comprise the knowledge, skills, and attributes that we expect of our graduating students. Collectively, our program requirements and courses should produce graduates with these attributes. The final program learning outcomes specified below were

developed through an iterative process involving review of relevant documents, discussions of faculty members in various meetings, and revisions spanning multiple drafts. As part of the curriculum review process, course-level outcomes were identified and mapped to the learning outcomes specified for our degree programs.

Program Learning Outcomes for the BA in COMS and BCMS

In completing the BA in Communication and Media Studies, students should be able to...

Depth and Breadth of Knowledge

- Identify and evaluate major theoretical traditions in communication and media studies;
- Discuss the history and development of communication media, practices, and industries;
- Critically situate media texts within systems of production, distribution, circulation, and reception;
- Explain the core methodologies used in media and communications research and how they have been employed within different theoretical traditions;
- Discuss relationships between media, power, ideology, representation, and identities and articulate how these relationships shape communication and media texts and practices within various cultural contexts;

Scholarly and Professional Competences

- Read and critically assess complex theoretical, historical, and cultural texts in the discipline;
- Formulate research questions within the framework of key critical, historical, theoretical, and methodological approaches and apply these approaches in the analysis of a range of media messages, images, texts, and public discourse;
- Analyze the role media play in shaping, reinforcing, and challenging individual and group identities; in creating and sustaining communities; in supporting diversity and intercultural dialogue; and in perpetuating or contesting stereotypes and inequalities;
- Employ primary and secondary research methods for communication and media research; critically evaluate research; use sources and evidence effectively in support of original arguments; and document sources properly;
- Produce discerning and informed scholarly writing on communication and media topics;
- Craft and deliver effective presentations for various audiences;
- Demonstrate strong written communication skills in a variety of genres, contexts, and media;
- Participate effectively in both independent and collaborative learning projects and environments.

In addition, students in the Honours BA in Communication and Media Studies program will

- Demonstrate the ability to pursue a substantial inquiry-based research project, culminating in a well-written and successfully defended thesis.

In addition, students in the BA in Communication and Media Studies Co-op degree will

- Demonstrate the ability to apply their developing scholarly and professional skills in the successful completion of three work terms related to film and media studies.

In addition, students in the Bachelor of Communication and Media Studies (BCMS) program will

- Demonstrate the ability to successfully complete an advanced research and media production project.

Graduates with a BA in Communication and Media Studies will be prepared to continue scholarly research at the graduate level.

Program Learning Outcomes for the BA in FILM and BFS

In completing the BA in Film Studies, students should be able to . . .

Depth and Breadth of Knowledge

- Articulate the distinctive concepts, core assumptions, and methods that comprise film studies as a discipline;
- Demonstrate knowledge of historical, theoretical, and cultural frameworks of film studies;
- Demonstrate an understanding of film as a cultural industry and an appreciation of the role of archives, film festivals and other institutions in the field of film studies;
- Demonstrate an understanding of film as both a local and global phenomena;
- Demonstrate specialized knowledge and critical understanding of varied film studies topics, including
 - Genre
 - Authorship
 - Aesthetics of film, including technologies of sound and image
 - National, and transnational (global) cinemas
 - Cultural theory and issues of representation

Scholarly and Professional Competences

- Deploy film-analytical skills to wide-ranging filmic texts;
- Read and critically assess historical, theoretical, and cultural texts in the discipline;
- Articulate the aesthetic, conceptual, historical, cultural, and technological contexts of film studies;
- Formulate research questions within the framework of relevant critical, historical, theoretical, and methodological approaches;
- Conduct research of print, electronic, and visual texts, of both primary and secondary sources;
- Apply diverse critical, historical, and theoretical approaches to wide-ranging cinematic texts;
- Critically evaluate and effectively use textual evidence in support of original arguments;

- Produce discerning and informed writing on film topics.

In addition, students in the Honours BA in Film Studies program will

- Demonstrate the ability to pursue a substantial inquiry-based research project, culminating in a well-written and successfully defended thesis.

In addition, students in the BA in Film Studies Co-op degree will

- Demonstrate the ability to apply their developing scholarly and professional skills in the successful completion of three work terms related to film and media studies.

In addition, students in the Bachelor of Film Studies (BFS) program will

- Demonstrate the ability to successfully complete an advanced research and media production project.

Graduates with a BA in Film Studies will be prepared to continue scholarly research at the graduate level.

Recommendations and Action Plan

Below, recommendations from the curriculum review for Communication, Media and Film are summarized, along with action items, timeline for implementation, and lead responsibilities.

Recommendations are organized into three types:

- curriculum (program requirements, courses, prerequisites, etc.) – numbered C1, C2, etc.
- teaching and learning – numbered T1, T2, etc.
- recruitment, promotion, and communication, numbered R1, R2, etc.

In the chart below, position acronyms are as follows:

- DH = Department Head
- UPD = Director of Undergraduate Programs
- CPC = Communication and Media Studies Program Coordinator
- FPC = Film Studies Program Coordinator
- HPC = Honours Program Coordinator

Recommendations		Action Items	By when	By whom	Status
C1	Make the BCMS (BCS) program more sustainable by addressing resource issues related to COMS 580, the 6-unit capstone course, which has been taught by	C1.1 – replace the COMS 580 BCMS degree requirement with COMS 581, a new 3-unit course to be taught by an ongoing faculty member, plus any other 3-unit course labelled COMS. C1.2 – add COMS 581 to & delete COMS 580 from the slate of COMS course offerings	Jan. 2017	UPD	Done. Included in 2018-19 calendar submission to CARC and passed March 15, 2017.

	sessional instructors for 20 years	C1.3 – advise SAIT of changes and revise agreements with SAIT if necessary	Oct. 2017	DH & UPD	
		C1.4 – consult with TFDL to ensure adequate technical resources (cameras & editing equipment) are available to support COMS 581	Oct. 2017	CPC	
C2	Review CMCL 301, 303, 501, & 503 courses and their relationship to COMS degree programs	C2.1 – renumber -- CMCL 301 as CMCL 201; -- CMCL 303 as CMCL 203; -- CMCL 501 as CMCL 305; & -- CMCL 503 as CMCL 307	Jan. 2017	UPD	Done. Included in 2018-19 calendar submission to CARC and passed March 15, 2017.
		C2.2 – replace CMCL 301 requirement in COMS programs with CMCL 305 (formerly CMCL 501); the focus on ideas and ideologies that have shaped modern society should provide students with a stronger foundation for COMS 371.			
C3	Make the Minor in Communication and Media Studies more robust and coherent	C3.1 – require COMS 203 (<i>New Media</i>), COMS 371 (<i>Critical Media Studies</i>) and COMS 381 (<i>History of Communication</i>) for the minor	Jan. 2017	UPD	Done. Included in 2018-19 calendar submission to CARC and passed March 15, 2017.
		C3.2 – require that students select their remaining 15 units from courses labelled COMS rather than from the broader Field of COMS list			
C4	Eliminate perceived excessive overlap in content among COMS courses	C4.1 – delete COMS 471 (<i>Audience and Reception</i>) and increase focus on audience and reception in COMS 473 (<i>Popular Culture</i>) course description	Jan. 2017	UPD	Done. Included in 2018-19 calendar submission to CARC and passed March 15, 2017.
C5	Change COMS course prerequisites to ensure that students enter advanced courses (i.e., COMS 481 & 503) more fully prepared	C5.1 – Change the prerequisite for COMS 481 (<i>Advanced Topics in New Media and Society</i>) from “One of COMS 371, 381, or STAS 341” to COMS 203 (<i>New Media</i>) and COMS 371 (<i>Critical Media Studies</i>).	Jan. 2017	UPD	Done. Included in 2018-19 calendar submission to CARC and passed March 15, 2017.
		C5.2 – Change the prerequisite for COMS 503 (<i>Advanced Special Topics in Communication and Media Studies</i>) from COMS 201 “and one of [COMS] 369, 371, 381 or 393” to COMS 371 and COMS 381.			

C6	Add new courses to fill gaps in COMS offerings, drawing on the research expertise of new faculty members while ensuring program sustainability	C6.1 – Add the following courses to our slate of offerings: COMS 367 (<i>Visual Communication & Culture</i>); COMS 479 (<i>Feminist Media Studies</i>); COMS 485 (<i>Environmental Media & Communication</i>); COMS 502 (<i>Political Economy of Communication</i>)	Jan. 2017	UPD	Done. Included in 2018-19 calendar submission to CARC and passed March 15, 2017.
C7	Update COMS course descriptions as needed to reflect current usage and program emphases	C7.1 – Revise the description for COMS 383 (<i>Intro to Public Relations</i>) to incorporate emphasis of new media and critical perspectives on communication practices	Jan. 2017	UPD	Done. Included in 2018-19 calendar submission to CARC and passed March 15, 2017.
		C7.2 – Revise the calendar title & description for COMS 435 (<i>Mass Communications and Canadian Society</i>) to reflect current usage (away from “mass communication”)			
C8	Strengthen linkages between COMS and FILM programs	C8.1 – Add COMS 367, 475, and 401.43 to the Field of FILM listing	Jan. 2017	UPD	Done. Included in 2018-19 calendar submission to CARC and passed March 15, 2017.
C9	Reconceptualize FILM degree requirements in order to address issues of sustainability in course offerings given our limited teaching capacity while ensuring the integrity of the degree programs.	C9.1 – Delete the “Film as a Cultural Industry” and “Aesthetics of Film” requirements in favour of a simplified set of requirements grouped into Core Courses (no changes), Advanced courses (15 units) and Film options (21 units), with a maximum of 6 units from courses not labelled FILM.	Jan. 2017	UPD	Done. Included in 2018-19 calendar submission to CARC and passed March 15, 2017.
		C9.2 – Change the BFS program requirements to require 3 units from FILM at the 400 level or above and to restrict Film options courses to a maximum of 6 units chosen from courses not labelled FILM.			
		C9.3 – Change the BFS program to require the new COMS 581 (a 3-unit course) plus another FILM course instead of COMS 580 (6 units).			
C10	Review Honours Program requirements in order to address issues that have arisen (e.g., delayed student progress)	C10.1 – Replace COMS/FILM 590 (6-unit Honours thesis course) with COMS /FILM 595 & 597 (3 units each) to compel students to make significant progress on their Honours Thesis in the fall term.	Jan. 2017		Done. Included in 2018-19 calendar submission to CARC and passed March 15, 2017.

		C10.2 –Develop an explicit syllabus for the new COMS/FILM 595 & 597, specifying course expectations, assessment responsibilities, etc.	Dec. 2017	DH & HPC	
		C10.3 – Update Honours materials on the Dept. website as necessary	Dec. 2017	HPC	
C11	Consider occasionally offering production-oriented courses in FILM.	C11.1 – Offer a course in Filmmaking in spring 2017.	Jan. 2017	DH & FPC	Done. Film 409 <i>Filmmaking</i> – has been scheduled for P17.
C12	Consider enrolment restrictions for COMS 363 from Fall 2018 onward	C12.1 Determine appropriate enrolment caps and restrictions for COMS 363 from Fall 2018 onward. C12.2 Consult with other units as required.	Jan. 2018	DH & UPD	
C14	Review COMS 313 (Communication research methods) to ensure the course equips students with the required research skills and knowledge.	C14.1 Have COMS 313 instructors collaboratively develop an explicit syllabus identifying required content (including research methods to cover, at a minimum).	Jan. 2018	CPC & UPC	In progress. A meeting of COMS 313 instructors is planned for spring 2017 to develop an explicit syllabus.
C15	Encourage efforts to support the U of C's Indigenous Strategy.	C15.1 Circulate information to faculty members about the U of C Indigenous Strategy and provide examples of ways in which instructors in the department already integrate Aboriginal perspectives into certain courses	June 2018	DH	In progress.
T1	Organize a teaching workshop on creative (non-traditional) assignments.	T1.1 Work with faculty members using innovative assignments in their classes to develop a teaching workshop that highlights non-traditional assignments like video submissions, eportfolios, service learning projects, community-engaged projects, reflective essays, and creative digital assignments.	Sept. 2017	CPC	In progress. A workshop for interested faculty members is planned for Sept. 2017.
T2	Encourage continuing faculty members to consider developing travel study programs	T2.1 Circulate information inviting travel study proposals.	Jan. 2018	DH	In progress. Information was circulated in March 2017.
T3	Consider how we might increase instructional support for student writing and for collaborative project skills in COMS.	T3.1 Invite educational specialists from the Taylor Institute of Teaching and Learning to present on how to manage group projects and to develop collaborative project skills in COMS courses.	Sept. 2017	CPC	In progress. The CPC will meet with TI specialists to determine a workshop outline and date in Sept.

		T3.2 Strike a committee of COMS instructors to (a) identify COMS courses in which we might enhance student writing instruction and support and (b) to suggest methods by which such support might be integrated (e.g., through tutorial instruction, peer review, student workshops, etc.).	Jan. 2018	CPC & DUP	
		T3.3 Offer a workshop for instructors on best practices and strategies for enhancing writing instruction and support within courses.	Jan 2018	CPC & DUP	
		T3.4 Develop a forum by which interested instructors might share assignment ideas, writing support materials, and best practices.	Jan 2018	CPC & DUP	
T4	Encourage faculty members to provide students with more opportunities for primary research in senior COMS courses.	T4.1 Present the COMS 313 explicit syllabus at a fall department meeting to draw attention to the research methods covered in COMS 313 and to encourage discussion of potential opportunities for assignments involving primary research in upper level courses.	Fall 2017	CPC & DUP	In progress. Work on the COMS 313 explicit syllabus will soon be underway
T5	Encourage faculty members to incorporate active and experiential learning activities in their classes.	T5.1 Promote the Faculty of Arts teaching and learning workshops in department meetings. Many of these workshops highlight strategies for incorporating active, collaborative, and experiential learning activities in courses.	Fall 2017 on-going	CPC	In progress. The CPC will include updates on teaching and learning workshops in the regular COMS program updates at dept meetings.
T6	Develop a teaching and learning cluster and foster the Scholarship of Teaching and Learning (SoTL) in the dept.	T6.1 Convene regular meetings of faculty members interested in SoTL work to support and foster a community of engaged instructors.	Fall 2017 on-going	CPC	In progress. The first meeting will be organized for Fall 2017.
R1	Update promotional (print) materials for the COMS and FILM programs	R1.1 – Prepare new handout for prospective COMS students emphasizing the program’s strengths and highlighting positions attained by past graduates.	Oct. 2017	UPD	Done. See the new handout attached as Appendix B.
		R1.2 -- Prepare handout for prospective FILM students emphasizing the program’s strengths and highlighting	Sept. 2017	CFP	

		positions attained by past Film Studies graduates.			
		R1.3—Update descriptive and promotional materials to better emphasize our programs’ strengths and unique attributes.	Jan. 2018	UPD, CPC, CFP	
R2	Update Department website	R2.1 – Review and update the CMF website to ensure that it is user-friendly and effectively represents and promotes our department’s activities, programs, and strengths.	Jan. 2018	DH, UPD	
R3	Increase promotion of the Honours and degree programs in COMS and FILM	R3.1 – Schedule an Honours information session with presentations by current honours students early in the winter term. If successful, consider making it an annual event.	Jan. 2017	CH	Done. A successful CMF Honours information session was held Jan. 23, 2017.
		R3.2 – Review enrolment figures for Fall 2017. Consult with the university’s recruitment office as needed to discuss recruitment strategies.	Nov. 2017	UPC	
R4	Disseminate results of the Curriculum Review to faculty, staff, students, and the university community.	R4.1--Post a copy of the short version of the report (with the Executive Summary and Action Plan) to our department website along with a short news story emphasizing not just the findings but the valuable participation of students and alumni in the curriculum review process	May 2017	DUP	
		R4.2-- Highlight relevant curriculum review information through print materials and presentations at the University’s fall open house for prospective students and at orientation events for new students	On-going	DUP	
		R4.3--Advise students of relevant curriculum changes taking effect for the 2018-2019 academic year; ensure that student advisors are aware of key curriculum changes to take effect in Fall 2018	Jan. 2018	DUP	
		R4.4-- Post an update on the department website highlighting progress (and positive outcomes) on key curriculum review action plan items	June 2018	DUP	