

ACTION PLAN ITEMS: Humanities Department

#	Desired Outcome	Actions	Recommendation Reference	Lead Person(s)	Start Date	End Date	Resources	Monitoring	Results
	<i>What do you want to achieve?</i>	<i>What actions will be taken to achieve desired outcome?</i>	<i>What final report recommendation was this desired outcome derived from?</i>	<i>Who will be responsible for leading this action?</i>	<i>Month/year</i>	<i>Month/year</i>	<i>What resources will be required to complete this action? (e.g., money, software, consultants, equipment)</i>	<i>How will you track the implementation of your action?</i>	<i>How will you know that you have achieved your desired outcome?</i>
1	Create an Interdisciplinary Certificates/Diplomas/Credentials Working Group (i.e. Global Studies, University Foundations, Liberal Arts...)	Create Working Group Establish details of Working Group at first meeting in September (i.e. scheduling, reporting, membership...) Develop 3-5 rough ideas Begin curriculum mapping with credentials in mind. Consider new course options (i.e. Consider options for work integrated learning.	“Recommendations for Next Steps” in <i>Self-Study</i> (see #1 on pages 43-6). External Rec. 9, 10 Build 2026 1.2, 1.3, 2.1, 4.1, 4.3, 5.1, 5.2, 5.4, 5.5, 9.2 WOD Points 2, 4, 5, 6 Dean’s Response	Point person to be determined upon creation of group.	September 2023	May 2024	Release Time for Working Group lead (25% per term). Support from CTLI Support from OGE Support from Institutional Research	Meeting Minutes Progress Reports	We will have a Working Group that puts forth 3-5 rough ideas by May 2024.
2	Consult with Working Together Working Group	Coordinate with CTLI on how to best engage with the WTWG to support Indigenization	“Recommendations for Next Steps” in <i>Self-Study</i> (see #2 on page 46). External Rec. 10	Ryan Dan Margaret	Fall 2023	Winter 2024	N/A	Complete/discuss indigenization questions in the Final Report Guide.	Creation of action items to be updated in one year follow up plan.

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		efforts, including local field schools Address Indigenization questions in the Final Report Guide.	Build 2026 5.1, 7.1, 9.2 WOD Point 5						
3	Create new courses in Humanities	Complete draft ACD for Special Topics Interdisciplinary Complete draft ACD new HIS 2XX course (The Contemporary World)	“Recommendations for Next Steps” in <i>Self-Study</i> (see #4 on page 47). External Rec. N/A Build 2026 5.5 WOD Point 2	Dan	September 2023	September 2024	CD release	Monitoring and reporting at departmental meetings	Draft and submit ACDs to curriculum committee.
4	Meet with OGE to develop strategies to better serve international students	Connect with CTLI to facilitate meeting with OGE Meet with OGE	“Recommendations for Next Steps” in <i>Self-Study</i> (see #3 on pages 46-7). External Rec. 6 Build 2026 3.1, 3.2, 5.4, 7.2, 9.2 WOD Point 6	Ryan Margaret	May 2023	May 2024	Support from CTLI and OGE	Monitoring and reporting at departmental meetings	Establish regular and ongoing meetings with OGE for the purpose of increasing international student success.
5	Meet with Student Services to develop strategies to better serve students	Connect with CTLI to facilitate meeting with Student Services. Meet with Student Services.	“Recommendations for Next Steps” in <i>Self-Study</i> (see #3 on pages 46-7). External Rec. N/A Build 2026 3.1, 3.2, 7.2, 9.1, 9.2 WOD Point 2	Ryan	May 2023	May 2024	Support from CTLI and Student Services	Monitoring and reporting at departmental meetings	Establish regular and ongoing meetings with Student Services for the purpose of increasing student success.

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6	Hold regular PD initiatives for Humanities and Social Sciences and build other initiatives that foster collegiality	Review successes & shortcomings of this year's event. Review location. Apply for group PD funding. Put out a call for presentations later Winter 2024.	"Recommendations for Next Steps" in <i>Self-Study</i> (see #5 on page 47). External Rec. N/A Build 2026 1.2, 1.3, 2.1, 4.2, 5.1, 5.2, 5.3, 5.4, 5.5, 7.1, 7.2 WOD Point 2	Jeff	May 2023	May 2024	Apply for group PD funding. \$2,500 in 2023.	PD application with budget. Program for the day with speakers and topics. Written report on the event to be submitted to dean.	Increased collegiality among faculty and de-siloing of HMSS.
7	Explore the merits of a Program Advisory Committee or External Relations Committee or Community Engagement Committee	Confirm if we need a PAC. Do we need to call it a PAC? If needed, create PAC	<i>Self-Study</i> N/A External Rec. N/A Build 2026 9.2 WOD N/A	Ryan	2024 [after QAPA PAC policy is completed]	N/A	Clarification from CTLI and Dean's Office List of potential community partners (if needed)	Monitoring and reporting at departmental meetings	Will have firm idea if PAC is needed. Will act accordingly.
8	Develop stronger connections with local high schools	Connect with NIC student recruiters. Prepare for NIC Fest [see increased connections to Student Services]	"Recommendations for Next Steps" in <i>Self-Study</i> (see #7 on page 47). External Rec. N/A Build 2026 6.1, 6.2, 9.1, 9.2 WOD N/A Dean's Response	Ryan	September 2023	ongoing	Student Recruiters *critical* Funds for NIC Fest	Monitoring and reporting at departmental meetings	Annual meetings with Student Recruiters Ongoing participation in NIC Fest Increased high school enrolment

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9	Review course outlines, ACDs (pre-requisites, course descriptions, learning outcomes, texts, etc.)	Each faculty will annually review their ACDs. Meet with Margaret as needed. [connected to Curriculum Mapping and Humanities Learning Outcomes].	“Recommendations for Next Steps” in <i>Self-Study</i> (see #6 and #10 on pages 46-7). External Rec. 1, 2 Build 2026 2.1, 5.1, 5.2, 5.3, 5.4, 5.5, 7.1, 7.2 WOD Points 2-6 Dean’s Response	Margaret (lead) All	May 2023	ongoing	Protected PD and CD time	Monitoring and reporting at departmental meetings	Update and revise ACDs based on work from program review process.
10	Develop and acknowledge culture of reflection regarding course ACDs.	Invite interested faculty to collaborative ACD PD opportunity.	“Recommendations for Next Steps” in <i>Self-Study</i> (see #6 and #10 on pages 46-7). External Rec. 1, 2 Build 2026 2.1, 5.1, 5.2, 5.3, 5.4, 5.5, 7.1, 7.2 WOD Points 2-6	Margaret (lead) All	May 2023	ongoing	Protected PD and CD time	Monitoring and reporting at departmental meetings	Creating optional PD day or days collectively assessing ACD, acknowledging that this is part of ongoing Instructor responsibilities
11	Work with marketing on webpages, profiles, bulletin boards, etc.	Meet with Marketing Update webpages regularly Update faculty profiles Bulletin boards upgraded	<i>Self-Study</i> N/A External Rec. N/A Build 2026 6.2 WOD N/A	Ryan	May 2023	Ongoing	Support from Marketing Departmental funds (e.g. for printing, bulletin boards, etc.).	Monitoring and reporting at departmental meetings	Improved and up to date marketing on webpages, profiles, bulletin boards, etc. Increase visibility to students. Consistent branding about the mission of humanities.
12	Confirm Humanities mission statement, develop discipline	Develop Humanities mission statement.	<i>Self-Study</i> N/A External Rec. 2 Build 2026 6.2	Alix All	May 2023	May 2024	N/A	Monitoring and reporting at	Statements and learning outcomes developed to allow us

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	specific learning outcomes, explore Humanities learning outcomes	Create discipline specific mission statement and learning outcomes. Start on Humanities learning outcomes. [connects to curriculum mapping]	WOD N/A Dean's Response					departmental meetings	to begin curriculum mapping.
13	Explore field schools	Consider new travel courses to articulate with VIU's Liberal Studies offerings.	"Recommendations for Next Steps" in <i>Self-Study</i> (see #2 on page 46). External Rec. 8 Build 2026 5.4 WOD Point 6	Dan	September 2023	May 2024	Funding Release Time	Dan will report back in May 2024 (or as needed).	Greater understanding of how VIU's Liberal Studies offerings connect with field schools.
14	Implementing Collaborative Online Intercultural Learning (COIL) aka virtual exchange opportunity	Pilot a Humanities COIL	"Recommendations for Next Steps" in <i>Self-Study</i> (see #3 on pages 46-7). External Rec. N/A Build 2026 5.4 WOD Point 6	Ryan Margaret	May 2023	May 2025	Funding Release Time Partner institutions	Ryan and Margaret will report regularly on progress of COIL Pilot.	Provide students with a COIL exchange opportunity within Humanities.
15	Humanities corporate response and guidelines to ChatGPT and other technology concerns	Participation in CTLI workshops. Independent study. Tentative guidelines for Chat GPT in Humanities courses.	"Recommendations for Next Steps" in <i>Self-Study</i> (see #5 and #10 on page 47). External Rec. N/A Build 2026 5.5	Jeff Alix	May 2023	June 2024	TBD	Monitoring and reporting at departmental meetings.	Creation of broad guidelines and best practices for how to use or not use AI generated text in humanities courses.

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16	Identifying humanities students and alumni to better understand out students for future planning	Better data gathering practices. Defining a “humanities student” for data purposes. Establishing ongoing sustainable relationships and connections with students/alumni.	“Recommendations for Next Steps” in <i>Self-Study</i> (see #9 on page 47). External Rec. 4 Build 2026 7.4, 9.1, 9.2 Dean’s Response	Ryan	September 2023	May 2024	Support from Institutional Research	Monitoring and reporting at departmental meetings.	Build strong humanities students and alumni.
17	Sustainable connections with other institutions on a discipline specific manner	Attend articulation annually. Make meaningful connections to other institutions	<i>Self-Study</i> N/A External Rec. 12 Build 2026 4.3, 5.5, 7.4, 9.1, 9.2	Faculty	September 2025	Ongoing	Travel funds	Updating department on relationships	Building transparency on what is going on at other institutions (reference External Report Rec. 5).
18	Explore Curriculum mapping practices within the program area with CTLI	Discussing at a department meeting with CTLI	<i>Self-Study</i> N/A External Rec. 2, 3, 6, 7, 9, 10, 11, 12 Build 2026 2.1, 4.1, 4.2, 4.3, 5.1, 5.2, 5.3, 5.4, 5.5 WOD Points 2-6	Ryan	September 2023	Ongoing	CTLI	Creating an updating curriculum map (provided by CTLI)	Building humanities program area cohesiveness