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DATE: August 16, 2013
TO: Department Chairs, Faculty of Arts
FROM: Lesley Cormack, Dean



RE: **Suspension of small enrolment programs**

Given the budgetary situation, as well as the need for good management of our undergraduate programs, I am writing to inform you that, effective immediately, I am asking Robin Cowan to begin the process for suspending admission into the following programs or concentrations, for submission through regular Governance process. These programs have been chosen because they have had 10 or fewer students enrolled as majors in each of the 8 Fall terms from 2005 through 2012.

BA

Classical Language-Maj
Combined Classics/Greek/Latin-Maj
Combined French and Italian-Maj
Combined German and Scandinavian-Maj
Combined Italian and Spanish – Maj
Italian Studies –Maj
Latin American Studies-Maj
Middle Eastern and African Studies-Maj
Russian Language and Literature – Maj
Combined Russian and Ukrainian – Maj
Scandinavian Language and Literature – Maj
Ukrainian Folklore –Maj
Ukrainian language and Literature – Maj

BDes

Computing Science Rte – Maj
Printmaking Rte – Maj

BMus

Music History – Conc
BMus School Music – Conc
Composition & Theory – Conc
World Music – Con

BFA – Drama

Technical Theatre - Maj

In making this decision, I was guided by the following principles, arrived at through consultation with the Deans Executive Committee and Chairs Council.

1. Given its limited resources, the Faculty strives to offer an excellent educational experience and treat students equitably. These objectives require that resources be allocated so that students in the different programs offered by the Faculty receive reasonably equivalent Faculty resources.
2. Student demand for programs should be the principal resource allocation determinant. Program offerings should be constantly reassessed, programs with low demand closed, and resources gradually transferred to programs with higher student demand. In this way, resources will be directed to meet student needs. A shift in resources to areas of higher demand will allow the Faculty to provide educational opportunities to more students with the same resources.
3. Programs should not continue to be offered simply because they have been offered in the past.
4. Decisions on the viability of programs should be based on trends in enrollment rather than on short term enrollment changes. A minimum of five years of data should be employed.
5. There should be clear guidelines that determine when programs should be suspended, such as five years of low enrollments (for example, fewer than 10 students enrolled in a major).
6. Quantitative measures to use as guidelines could include:
 - i) total majors in a program,
 - ii) total majors in a program per faculty member,
 - iii) the number of students enrolled in the courses associated with a program per faculty member (i.e. total enrollments in CLASS courses divided by the number of Classics faculty).

Both (ii) and (iii) require linking faculty members to specific programs, while (iii) also requires linking courses to programs, which may make measurement more difficult.

7. Enrollment in small programs should be suspended as soon as possible to limit the length of time over which resources will be required to support these programs. Programs will be reviewed each year.
8. Members of faculty teaching in programs that are likely to be suspended should be notified as soon as possible so they can determine their best course of action.
9. Department Chairs and members of faculty should be given the opportunity, although limited in time (for example, two weeks) to present arguments in writing to the Dean against a suspension of enrollment before it is imposed.

In these cases, arguments against these recommended suspensions should be made, in writing, to the Dean, by September 3rd. Most effective would be a single submission from the affected area, with the support of the Chair.

cc Robin Cowan, Senior Officer Student Programs and Services