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***APPROVED BY TRENT UNIVERSITY’S SENATE COMMITTEE – May 2, 2017***

# CYCLICAL PROGRAM REVIEW COMMITTEE (CPRC)

# FINAL ASSESSMENT REPORT & IMPLEMENTATION PLAN

**ARCHAEOLOGY**

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| **DEGREE PROGRAMS BEING REVIEWED** | **BA and BSc Archaeology**  |
| **EXTERNAL REVIEWERS** | **Dr. Andre Costopoulos, McGill University****Dr. Gerald Schaus, Wilfrid Laurier University** |
| **INTERNAL REPRESENTATIVE** | **Dr. Feyzi Baban, International Development Studies , Trent University**  |
| **YEAR OF REVIEW** | **2015-2016** |
| **DATE OF SITE VISIT** | **February 8-9, 2016** |
| **DUE DATE FOR IMPLEMENTATION REPORT**  | **November 1, 2017** |
| **DATE OF NEXT CYCLICAL REVIEW** | **2023-2024** |
| **DATE PREPARED BY CPRC** | **April 12, 2017** |
| **DATE APPROVED BY PROVOST & VP ACADEMIC** | **April 18, 2017** |
| **SIGNATURE OF PROVOST & VP ACADEMIC** | Provost Muldoon |

The BA and BSc Archaeology programs were introduced in 2011 and offer an interdisciplinary approach to archaeology where students may also choose to complete a specialization in Anthropological Archaeology or Classical Archaeology. The interdisciplinary aspect of archaeology is unique in that it links together courses, methods, and ideas from the Social Sciences, Humanities, and Sciences in the study of the human past through the material record.

Reviewers describe the programs as ‘A vibrant learning experience’ creating an environment where ‘students share in the research experience as an undergraduate working directly with archaeologists on primary material, i.e. actual artifacts, in the well-equipped archaeological teaching and research labs’. Students take courses that include archaeological field methods and laboratory techniques, the archaeology of the different regions of the world, and comparative archaeological studies on topics such as state formation, warfare, and more. Students have the opportunity to take courses which reflect the current state of the discipline that introduce ‘the latest discoveries and methods in Archaeology, highlight new areas of archaeological interest, the impact of palaeoenvironmental conditions, disease and climate change, and human adaptation to, and impact on, landscape and environment’. The program is ‘committed to training archaeologists to be conscious of their legal and ethical roles as stewards and ambassadors of cultural heritage.’

**SUMMARY OF PROCESS**

During the 2015-2016 academic year, the BA and BSc in Archaeology underwent a review. Two arm’s-length external reviewers (Dr. Andre Costopoulos, McGill University and Dr. Gerald Schaus, Wilfrid Laurier University) and one internal member (Dr. Feyzi Baban, Trent University) were invited to review the self-study documentation and then conducted a site visit to the university on February 8th and 9th, 2016.

Note that the review of the MA in Anthropology occurred at the same time.

This Final Assessment Report (FAR), in accordance with Trent University’s Institutional Quality Assurance Policy (IQAP), provides a synthesis of the cyclical review of the undergraduate degree program. The report considers four evaluation documents: the Program’s Self-Study, the External Reviewers’ Report, the Program Response, and the Decanal Response.

A summary of the review process is as follows: the academic unit(s) completed a self-study which addressed all components of the evaluation criteria as outlined in Trent’s IQAP. Appendices included: Curriculum Vitae; Course Syllabi; Learning Outcomes; Enrolment, Retention and Student Data; University Calendar Copy; University Degree Requirements; and TUFA Collective Agreement. Qualified external reviewers were invited to conduct a review of the two degree programs which involved a review of all relevant documentation (self-study, appendices, IQAP) in advance of the site visit. A two-day site visit took place where reviewers met with senior administration, faculty and students.

Once the external reviewers’ report was received both the Program and Dean provided responses to the report. The Cyclical Program Review Committee (CPRC) reviewed and assessed the quality of the degree programs based on the four review documents and reports on significant program strengths, opportunities for improvement and enhancement, and the implementation of recommendations.

The Implementation Plan identifies those recommendations selected for implementation, and specifies: proposed follow-up, who is responsible for leading the follow-up, and the specific timeline for addressing the recommendation, if applicable. Academic units, in consultation with the respective Dean(s), will submit an Implementation Report in response to the recommendations identified for follow-up. The Report is due November 1, 2017.

**SIGNIFICANT PROGRAM STRENGTHS**

* A requirement of the program in Archaeology is to participate either in an archaeological field school excavation or in a laboratory course processing and studying artifacts. Students acquire and appreciate first-hand the methods of excavation and artifact processing. Students participate in data recovery, using the latest tools and techniques, and under the guidance of experienced archaeologists.
* The Program is committed to ‘small-group, hands-on learning, beginning in first year’.
* Excellent teaching collections facilitate the delivery of meaningful laboratory analysis and study of artifacts.
* There is a strong emphasis on archaeological theory and both field and lab methods to maximize the value of data collected in the field and analyzed in the lab.
* The Reviewers were impressed with the number and quality of faculty participating in the undergraduate Archaeology program. It is very rare to have such a large concentration of archaeologists within one department, much less within a university as a whole. Faculty includes a Tier II Canada Research Chair in Environmental Archaeology.
* Reviewers commented that ‘faculty, are accessible and engaged with student learning, and are internationally recognized for their research and successful in attracting research grants.’ Faculty have also received awards or nomination awards for teaching excellence.

**OPPORTUNITIES FOR PROGRAM IMPROVEMENT AND ENHANCEMENT**

* Reviewers commented that students could be introduced and encouraged to become familiar with foreign language primary data and scholarship. Learning outcomes could be revised to include these requirements.
* Archaeology is an interdisciplinary program drawing on widely different fields, from statistics, biology, history, art and architecture, to anthropology, ethnography, sociology and languages, including linguistics. Consider increasing the number of required courses to better accommodate the breadth of degree requirements and to assist in meeting the Learning Outcomes.
* Basic ancient language training (Greek and Latin) is critical to students wishing to purse graduate school and the program may wish to include a basic requirement for ancient languages in the first or second years.
* Consider expanding and strengthening the relationship with Fleming College.

**COMPLETE LIST OF RECOMMENDATIONS**

**RECOMMENDATION 1**

**That the Department of Anthropology consider changing its name of the Department of Anthropology and Archaeology.**

Program Response

The Program commented that there would be no positive benefit to renaming the Department of Anthropology. Archaeology is well-represented to prospective students and has a strong presence on Trent's website, and students applying to Trent see the Archaeology degree listed directly in the degree options on their application. Renaming the Department would imply that Anthropology and Archaeology are separate disciplines.

Decanal Response

Renaming the Department is unlikely to raise awareness or to stimulate additional interest; the Archaeology degree options are clearly presented to current and prospective students.

**RECOMMENDATION 2**

**That a formal Program Curriculum Committee be created.**

Program Response

Program members agreed that a more formal curriculum committee be established to address degree requirements and core courses as a whole and, in particular, to: (a) evaluate and consider strengthening science courses required for the BSc; (b) evaluate the breadth requirements, especially in New World archaeology, in light of recent faculty retirements; (c) discuss language requirements for the specialization in Classical Archaeology; and (d) consider Joint Major and Minor options.

Decanal Response

The program should establish a curriculum committee to review the Archaeology degrees, and, in particular, to consider the establishment of joint major and option streams, with a goal of approval during the Fall of 2017.

**RECOMMENDATION 3**

**That a link be created between Archaeology and the Fleming College programs in Museum Management & Curatorship and in Collections Conservation & Management.**

Program Response

The Archaeology Program has ties to the mentioned Fleming programs, primarily through the Chair of the Department of Anthropology, who maintains regular contact with faculty members at Fleming. Students in the Fleming programs have participated in the development of exhibits displayed in the DNA, and the program technician serves on the Fleming Arts and Heritage Program Advisory Committee as Trent’s representative for those programs. The Program is currently in the process of finalizing a partnership that will provide specialized training in Geographic Information Systems, a technology that is increasingly important for archaeological research. Students in the Archaeology Program benefit from being involved with all of these programs and will be encouraged to explore these options during advising sessions.

Decanal Response

The program has linkages with the two Fleming College programs, but the Curriculum Committee should explore further opportunities for our students.

**RECOMMENDATION 4**

**That the Archaeology Centre be used to foster links with Fleming programs.**

Program Response

The Archaeology Centre is currently used as a wet lab for the archaeological field course and as faculty offices. Considerable renovations would be necessary to use the Centre for museum space. Resources would need to become available in order to pursue this recommendation.

Decanal Response

The program may wish to explore further synergies with Fleming College, and may also consider possible (external) sources of funding for renovations.

**RECOMMENDATION 5**

**That a one-year MA program or post-graduate certificate be established in Cultural Resource Management (CRM).**

Program Response

Members of the Archaeology Program acknowledged that such a program would be beneficial to students, to the university, and to the CRM industry. This option will be explored if additional resources become available in the future.

Decanal Response

Current resources are insufficient to establish an MA or post-graduate certificate however, the potential demand for such programs may be significant. Accordingly, the Department, in consultation with the Dean of Graduate Studies and the Dean of Social Sciences, should explore whether such a program would be viable with new investments.

**RECOMMENDATION 6**

**That the BSc degree be strengthened with additional Science credits beyond Anthropology.**

Program Response

The Program agreed with this recommendation and will refer it to the Archaeology Curriculum Committee to address.

Decanal Response

The Archaeology Curriculum Committee should explore the impact of, and the appropriateness of introducing additional Science credit requirements to the BSc.

**RECOMMENDATION 7**

**That compensation or recognition be provided to field school directors, specifically with respect to artifact processing and report writing.**

Program Response

Teaching and administration of field schools is a significant work load for faculty. Taking on responsibility for a field school is done on a voluntary basis for a stipend which does not provide adequate compensation for the substantial commitment of time and energy required to run an archaeological field school which includes, fund-raising; applications, consultations, and reports at the governmental level; preparation and logistical support for students to be based off-campus, long hours of student instruction and supervision that far exceed the norm for a 1.0 credit course, and months of work processing artifacts, analyzing data, and writing reports after the field school ends.

The recent introduction of an Advanced Lab Methods course in archaeology may offset the burden of artifact processing for the Ontario field school, as the students enrolled in that course will be working intensively with actual archaeological collections. In a similar vein, the job description for the Anthropology Demonstrator/Technician position is currently being revised to include provisions for assisting with archaeological report-writing.

Decanal Response

The Department Chair and Dean should analyze the workload associated with field courses, with the aim of identifying potential workload and compensation inequities.

**RECOMMENDATION 8**

**That additional work load for staff be addressed.**

Program Response

Members of the Archaeology Program expressed concern with the fact that Anthropology Department staff have been given responsibilities for the Archaeology degree program that are not reflected in their job descriptions or in their salaries. Program members will work with staff to ensure that job descriptions are up to date by the end of winter 2017.

Decanal Response

The Department and Dean should work with HR to update job descriptions and to ensure appropriate job banding.

**RECOMMENDATION 9**

**That ongoing assessment and/or renewal of the book and magazine collections in the Anthropology Resource Room take place.**

Program Response

Program members will evaluate the book and magazine collections by December 2016, in order to remove outdated or unnecessary material.

Decanal Response

The Department may wish to periodically review, and deselect items from, its book and magazine collections to ensure the efficient use of scarce space.

**RECOMMENDATION 10**

**That the Archaeology Centre be converted into museum space.**

Program Response

If sufficient resources become available to renovate the space adequately, the Program would be happy to pursue this conversion. Using these buildings for museum space would require an on-going commitment to ensuring the safety of collections, such as installing alarms, maintaining secure display cases, and making provisions for staffing and/or security guards to monitor the exhibits.

Decanal Response

Necessary resources not available at this time.

**RECOMMENDATION 11**

**That gaps in the curriculum be considered as a result of faculty retirements.**

Program Response

The Program agreed with this recommendation and will refer it to the Archaeology Curriculum Committee.

Decanal Response

The Curriculum Committee should review the curriculum in light of the current and expected future faculty complements.

**RECOMMENDATION 12**

**That the display of artifact collections be increased.**

Program Response

The existing hallway display cases highlight the work of Anthropology and Archaeology faculty around the globe. The Program will continue to work with the Fleming College Museum Management and Curatorship program to update the cases. The Program noted that some of the collections are used for their valuable research potential rather than their display value and will continue to be used for research purposes.

Decanal Response

The Department should utilize its artifact collections, either for display or research purposes, in the ways that it deems to be most productive.

**RECOMMENDATION 13**

**That the program inquire into funds from the Bagnani Trust.**

Program Response

Several of our Archaeology faculty have applied to this fund for support when appropriate opportunities have arisen, including sponsoring an international colloquium and helping to defray students' costs of attending Trent field schools overseas. The Bagnani Trust is external to Trent University and the Program does not feel that it is necessary or appropriate for the Archaeology Program to investigate the terms of the Trust's bequest.

Decanal Response

Faculty should continue to apply for funding from the Bagnani Trust, where appropriate.

**RECOMMENDATION 14**

**That new initiatives with First Nations be created to provide training and monitoring of archaeological sites.**

Program Response

The Program was pleased that the reviewers recognized our significant linkages with Indigenous Studies and with local First Nations, including the unofficial work that one faculty member has done to help prepare individuals to act as archaeological site monitors. The Program will continue to maintain relationships with Indigenous people within and beyond the university. At present, the Program does not see a specific role for the university in formally training individuals in site monitoring.

Decanal Response

The program should continue to expand, and explore new potential, linkages with the Department of Indigenous Studies and with local First Nations.

**IMPLEMENTATION PLAN**

The applicable Dean, in consultation with the Department Chair/Director of the relevant Academic Unit shall be responsible for monitoring the Implementation Plan. The Reporting Date for submitting a follow-up Implementation Report is indicated below and is the responsibility of the Academic Unit in consultation with the Dean.

**DUE DATE FOR IMPLEMENTATION REPORT: NOVEMBER 1, 2017**

The Implementation Report should be submitted to the applicable Dean(s) who will then forward the Report to the Office of the Provost.

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| **Recommendation** | **Proposed Follow-Up***If no follow-up is recommended, please clearly indicate ‘No follow up report is required’ and provide rationale.**Indicate specific timeline for completion or addressing recommendation if different than Due Date for Implementation Report* | **Position Responsible for Leading Follow-up** |
| Recommendation #1That the Department of Anthropology consider changing its name of the Department of Anthropology and Archaeology. | No follow-up report required. This does not appear to be a significant quality issue. Archaeology fits appropriately under the umbrella of Anthropology and is clearly presented to students. |  |
| Recommendation #2That a formal Program Curriculum Committee be created.  | Curriculum Committee should be formed for Fall 2017. Update to be provided. | Chair |
| Recommendation #3That a link be created between Archaeology and the Fleming College programs in Museum Management & Curatorship and in Collections Conservation & Management.  | Links currently exists, but ARCH program should continue to explore further opportunities for its students. | Chair |
| Recommendation #4That the Archaeology Centre be used to foster links with Fleming programs. | No follow-up report required. CPRC understands that there are no resources available at this time. |   |
| Recommendation #5That a one-year MA program or post-graduate certificate be established in Cultural Resource Management (CRM). | No follow-up report is required. This recommendation is not relevant to the undergraduate program.  |   |
| Recommendation #6That the BSc degree be strengthened with additional Science credits beyond Anthropology. | Curriculum Committee to explore additional science credit requirements and advise on curriculum revisions, if any. | Chair |
| Recommendation #7That compensation or recognition be provided to field school directors, specifically with respect to artifact processing and report writing. | Field course workload analysis should be completed. | Chair with Dean |
| Recommendation #8That additional work load for staff be addressed.  | No follow-up report required. This does not have a significant impact on the program. | Dean |
| Recommendation #9That ongoing assessment and/or renewal of the book and magazine collections in the Anthropology Resource Room take place.  | No follow-up report required. Department will review collections and deselect where appropriate. |  |
| Recommendation #10That the Archaeology Centre be converted into museum space. | No follow-up required. Necessary resources not available at this time. |  |
| Recommendation #11That gaps in the curriculum be considered as a result of faculty retirements. | Curriculum Committee to assess gaps in curriculum and report to Chair. | Chair |
| Recommendation #12That the display of artifact collections be increased. | No follow-up required. Faculty to decide how to best utilize collections. |  |
| Recommendation #13That the program inquire into funds from the Bagnani Trust. | No follow-up required. Faculty are encouraged to apply for Bagnani Trust funds, where appropriate. |  |
| Recommendation #14That new initiatives with First Nations be created to provide training and monitoring of archaeological sites. | Department should continue to explore synergies with INDG and local First Nations. | Chair with Dean |