



UNIVERSITY OF TORONTO
FACULTY OF ARTS & SCIENCE

December 1, 2023

Professor Susan McCahan
Vice-Provost, Academic Programs
University of Toronto

RE: Interim Monitoring Report on the bundled cyclical reviews of the Centre for Medieval Studies and Mediaeval Studies

Dear Prof. McCahan,

I write in response to your letter of July 14, 2023, requesting an Interim Monitoring Report on the November 12-13, 2018, UTQAP cyclical review of the Centre for Medieval Studies graduate program and the Mediaeval Studies undergraduate program, St. Michael's College.

The UTQAP cyclical review process is an invaluable exercise that affords us the opportunity to take stock of our academic units and programs, to recognize achievement, and identify areas for improvement. As you note, under section 6.9.1.4 of the University of Toronto Quality Assurance Process, a brief status report on the implementation of plans outlined in the Dean's administrative response is due midway between the year of the last and next UTQAP review site visits.

I am pleased to send you this status report in the attached Table, where each of the Implementation Plan recommendations have been addressed with updates from the unit and from the Dean's office on progress made to date.

Thank you very much for the opportunity to prepare this Interim Monitoring Report. The reviewers' comments and recommendations continue to help inform the future priorities of the the Centre for Medieval Studies graduate program and the Mediaeval Studies undergraduate program, St. Michael's College.

Sincerely,

A handwritten signature in cursive script that reads "Melanie Woodin".

Melanie Woodin
Dean, Faculty of Arts & Science
Professor, Department of Cell & Systems Biology

cc.

Elisa Brilli, Director, Centre for Medieval Studies, Faculty of Arts & Science

Irene Morra, Principal, St. Michael's College

Suzanne Wood, Special Advisor to the Dean on Unit-Level Reviews, Faculty of Arts & Science

Gillian Hamilton, Associate Dean, Unit-Level Reviews, Faculty of Arts & Science

David Lock, Coordinator, Academic Planning and Reviews, Office of the Vice-Provost, Academic Programs

Emma del Junco, Acting Coordinator, Academic Planning and Reviews, Office of the Vice-Provost, Academic Programs

Andrea Benoit, Academic Planning & Review Officer, Office of the Dean, Faculty of Arts and Science

UTQAP Cyclical Review Interim Monitoring Report

As required under [UTQAP section 6.9.1.4](#), the Vice-Provost, Academic Programs (VPAP) will request the Interim Monitoring Report from the Dean midway between the year of the last and next site visits.

Centre for Medieval Studies + Mediaeval Studies, St. Michael's College, Faculty of Arts & Science

UTQAP Cyclical Review: November 12-13, 2018

Review Reported to Governance: October 30, 2019

Request Prompt <i>verbatim from the request</i>	Implementation Plan Update	Supported by Program Innovation Funding (PIF) Provided by VPAP Y/N
<i>The reviewers encouraged the Centre to expand its focus on Digital Humanities, and they described ways to do this through appointments, curricular changes, and updates to spaces.</i>	<p>The Centre has addressed these concerns in several ways:</p> <ul style="list-style-type: none"> • Support to Prof. Bolinteanu (cross-appointed CMS-WDW and responsible for the Minor in Digital Humanities at WDW and 2 thriving courses, MST201-202, at CMS with a digital component), including: <ul style="list-style-type: none"> ○ Successful <u>continuing status review and promotion as Associate</u> (2022-23), ○ <u>2023 CARA Teaching Prize of the Medieval Academy of America</u> (awarded), ○ <u>2022-23 University of Toronto Early Career Teaching Award</u> (awarded). • Support and ongoing administrative reform of the Dictionary of Old English in connection with the recruitment of the new Cameron Chair (described below). \$200K+ Support to DigiDeeds application for a SSHRC Partnership Grant. • Ongoing consultation on new DH initiatives (e.g., summer school in DH to complement and expand the Summer Latin course offering), also in dialogue with the Critical Digital Humanities Institute and in conjunction with the digital humanities strategic planning at the John M Kelly Library at the University of St Michael's College. 	N
<i>The reviewers also made some suggestions about how</i>	In 2019-20, the Centre struck a committee specifically to examine time-to-completion, and the reforms produced are a result of that committee. Since then, two candidates have completed their degrees in 5 years, both defending in 2023, largely due to the attention on	N

<p><i>graduate curriculum could be improved, primarily to facilitate timely progress to degree. They suggested the creation of specific courses and encouraged the Centre to offer crucial manuscript courses on a more regular and predictable basis.</i></p>	<p>increasing professional development initiatives. The primary factors addressed were lack of professional development, the language requirements, and the special field. Revisions to the Latin exam are ongoing although the syllabus has already been changed. Initiatives include:</p> <ul style="list-style-type: none"> • Since 2021-22, CMS has been offering the courses of the so-called “Latin Rota” (e.g., courses that supports the Latin core courses MST1000 and 1001, such as Paleography I and Paleography II, Diplomatics and Codicology, Textual Criticism, as well as Advanced Latin) on a regular basis, equal to at least one course per term, and usually two. As a consequence, this field, previously a Minor (“Paleography”), has now become a major in “Manuscript Studies and Textual Cultures”. • In 2022-23, to enrich the pedagogical offerings in this field, CMS designed and created two additional courses, namely MST5004H “Topics on Medieval Manuscripts and Textual Cultures” and MST1117H “Medieval English Handwriting 1300-1500” that are being taught in 2023-24 for the first time. <p>Among the other new curricular initiatives (in addition to those recommended):</p> <ul style="list-style-type: none"> • In 2022-23, CMS joined the Graduate Collaborative Specialization “Culinaria,” which is Canada’s First Graduate-Level Collaborative Specialization in Food Studies. Along with CSAMP, BHPC, Jewish Studies, Sexual Diversity Studies, and Women and Gender Studies, this is the 6th CP/CS available to CMS students. • In 2022-23, CMS designed and had approved five “topics” courses (on top of the one in MS studies, see above), one for each major field of the programme. This reform, suggested by the GCC, aims to allow more variety in the course offering and better accommodate visiting professors, post-doctoral fellows, and similar. • In 2023, CMS launches an internal consultation on a new CS in Global Medieval/Pre-Modern Studies. • Since the end of the COVID-19 pandemic, CMS committed renewed effort in promoting international educational opportunities for graduate students. Initiatives include: <ul style="list-style-type: none"> ○ Three new in-progress Joint Placement Education Agreements with the Université Paris-IV La Sorbonne, Université de Fribourg, EHESS. ○ Resuming long-lasting activities such as the Toronto-Cologne Colloquium. 	
<p><i>The reviewers listed several ways in which graduate language instruction and assessment could be enhanced, including through working with cognate units and providing additional</i></p>	<p>Latin: In 2021-23 CMS performed the academic Review and Reform of the Medieval Latin Programme, which globally aims at new Learning Outcomes and pedagogical approaches to teaching Medieval Latin (incl. new syllabi and teaching material for core courses MST1000 and MST1001), enhanced deployment of TAs and other resources; reform of the exams; and reform of the summer Latin courses.</p> <ul style="list-style-type: none"> • Modern Languages: in Spring 2023, CMS approved and published of the Guidelines for the Modern Language Examinations that clarify the expectations for the language exams. • Modern Languages: Since 2019, CMS has been offering tutorials in French and German on a regular basis. 	<p>N</p>

<p><i>student support, opportunities for proficiency, and clarifying expectations.</i></p>	<ul style="list-style-type: none"> Other languages: In 2022-23, CMS created and published a new section of the website on advanced language training available at U of T. This is to expand to a more global approach to studying fields that are not Western-centric. Since CMS now accepts other languages related to their research topic, additional language training would be beneficial for students. https://www.medieval.utoronto.ca/graduate/curriculum-course-information/current-graduate-courses#other-courses-accordion-3 	
<p><i>The reviewers also suggested that the Centre could improve support and mentoring around key graduate assessments, such as the field examination and the transition from coursework to dissertation research and writing.</i></p>	<p>In 2020, CMS designed and implemented the new MST1003: Professional Development for Medieval Studies, mandatory for all PhD students in P1-P3. This course comprises 12 classes devoted to 12 different topics, including: Funding, Grants, Bursaries, Fellowships; Planning for the PhD with an Eye on the Future; Coping with Academic Stress; EDIA; Alternatives to Academia; The Medievalist and the Department; The Teaching Portfolio; The Conference Circuit; Publishing Research as a PhD Student; CVs, Cover Letters, and How to Prepare for Them and The Academic Job Search in North America and beyond. Since 2023-24 this course has been open to contributions from Alumni. This course was also supported by the Graduate Student Professional Development Coordinator. Student feedback was positive, including feedback that the quality of the speakers and information was high.</p> <p>From 2019-23, CMS designed and implemented the New Special Field Examination, which aims to facilitate students' transition from coursework to dissertation research and writing. The new SFE requires the submission of a syllabus inspired to their research material. To support this work, in February-March, CMS offered its first Course Design and Syllabus Workshop, in collaboration with the Centre for Teaching Support and Innovation (scheduled again in 2023-24). The first cohort of PhD students (6 students) completed the New Special Field and achieved candidacy with no delay in 2022-23.</p>	N
<p><i>The reviewers recommended that the Centre focus on funding and other opportunities for graduate students so that it can remain competitive with U.S. institutions in admissions and facilitate doctoral research and completion.</i></p>	<p>In Fall 2023, in conversation with the Vice-Dean Graduate Education, CMS performed the review of the restricted awards with the creation of New Funding Opportunities (travels, conferences, publication prize), equivalent to \$45K per year.</p> <p>In Fall 2023, CMS also launched a new strategic time-limited funding initiative to support students in P6 and P7 about to complete: CMS Doctoral Completion Fellowship, equivalent to \$275K over six years.</p> <p>Over the last 3 years, CMS proactively deployed its FRF to support recruitment. To date we have either spent or committed to a total of \$310K in entrance scholarships and multi-year "top-ups" to the funding packages, for more than 15 students.</p> <p>Over the last 3 years, CMS systematically increased the # TAships/RAships available to CMS students. In 2023-24 CMS reached the target of offering Clship/TAship/RAship to every PhD student; these include:</p> <ul style="list-style-type: none"> 6 Clships, more than 50 TAships, more than 10 RAships 	N

<p><i>The reviewers observed that the Centre would benefit from increased capacity in communications and alumni outreach to bolster its online presence, improve fundraising, and facilitate record keeping.</i></p>	<p>In 2022-23, CMS created a 2-year term administrative position (renewable) in Communication and Research Management, which started in Jan. 2023, to support the following initiatives and associated record-keeping:</p> <ul style="list-style-type: none"> • In January 2023, CMS launched the Convivium, a cycle of hybrid (in-person & online) bi-weekly lectures. This new format is intended to offer a space to learn about in-progress research and works of faculty, alumni, post-doctoral fellows, advanced PhD students and visiting scholars, but also to bolster the visibility of the Centre in terms of research. • In January 2023, CMS launched the CMS Chronica, an open-access newsletter published once per term which collects “News & Stories” from Faculty and Students, “Spotlights” on Alumni, Emeriti or Visiting Scholars, Announcements of future “Events”, the latest “Publications” and information on “Other Events” organized by partner institutions and “Important dates” for students. • In February 2023, CMS launched the CMS Weekly Digest, to update the community about major events, important deadlines, calls, and available job opportunities. It is circulated via email and online. • In April 2023, CMS launched the new Alumni Program which aims at involving interested Alumni, working in academia and Alt-Ac in three main ways: <ul style="list-style-type: none"> ○ as MST1003 Guest Speakers, ○ as Mentors of advanced PhD, ○ as participants in the <i>Convivium</i> (see below). • More than 20 alumni replied positively, and 12 were invited to participate in MST1003 (see above). <p>Among the other new initiatives to increase CMS capacity in communications:</p> <ul style="list-style-type: none"> • In 2022-23, CMS worked to streamline his major social events, which is a key-component for community-building in an EDU-A. All these events are open to the broader community, including related departments and alumni. • In 2023, CMS resumed the tradition of holding an Open House to foster graduate recruitment in the Fall term. To take benefit from the pandemic experience, CMS held two Open Houses, one in person and one online. 	
<p><i>The reviewers encouraged the Centre to formulate a long-range hiring plan that would take into account recent and impending retirements and lay the groundwork for diversifying the complement. They also noted the desirability of making some</i></p>	<ul style="list-style-type: none"> • In 2021, CMS acquired a full appointment and a minority of the appointment of CMS Director. • In 2022-23, CMS successfully recruited a new faculty member as the new Cameron Chair (Full Prof. in Old English with majority appointment in CMS starting January 2024). • The position of Editor-in-Chief of the Dictionary of Old English has been separated from the Cameron Chair and is currently held by a CLTA. • In 2022-23, CMS submitted a request for a Jackman Professorship in the Humanities in the field of Late Antique Latin Literature and Thought (CLA 75/CMS 25), building a case around the necessity of diversifying the complement. Request approved and search in progress. 	<p>N</p>

<p><i>appointments permanent, and separating the Angus Cameron Chair in Old English from the position of Editor-in-Chief of the Dictionary of Old English to further stabilize the complement.</i></p>	<ul style="list-style-type: none"> • In 2022-23, CMS submitted a request for a new Assistant Professor, Tenure Stream in Medieval Latin Studies and Culture (1100-1300) to replace a resignation in 2022). Request approved and search in progress. • In 2023-24, CMS submitted an off-cycle request for a new Professor in Classical Arabic Philosophy (majority appointment in Philosophy). Request approved. • Other strategies to enhance diversity and EDI include the review and increased number of cross-appointments and status-only appointments (ongoing), <i>ad hoc</i> administrative appointments e.g., the appointment as PhD coordinator, the most important in terms of academic and student counselling, has been given to either female or diverse faculty since 2018. 	
<p><i>The reviewers found the undergraduate programs offered through St. Michael's College to be very strong, but noted that students had trouble navigating the programs based on available documentation. They found room for improvement in student advising.</i></p>	<p>A list of courses scheduled for the next academic year is shared with all specialists, majors, and minors in the spring, and the website is updated accordingly.</p> <p>The College's website is currently undergoing review and revision, but that process is subject to wider institutional cycles at SMC and so it is unclear if the changes will be ready for the next session of course selection by students.</p> <p>The programming committee for the Medieval Studies program is currently working on two related tasks: (1) to review courses that qualify for the degree program from other departments; and (2) to develop a three-year cycle of course offerings at SMC that will make course selection easier for students enrolled in the specialist, major, and minor streams.</p> <p>Since the last review, a first-year check-in program was instituted. This program allows students who opt-in to speak with a faculty member early in their time at SMC.</p>	N
<p><i>The reviewers suggested that the variety of classes offered would be broadened if the undergraduate program would hire more CMS graduate students as sessional instructors.</i></p>	<p>There has been renewed collaboration between CMS and SMC, and since 2021, CMS funded an average of four course instructorships per year based at the undergraduate program in Mediaeval Studies at SMC, plus an equal number of TA-ships.</p> <p>The CMS Associate Director, who is also the Program Coordinator of the undergraduate Mediaeval Studies program at SMC, oversees TA-ships and is well-positioned to further facilitate the bridging between the two programs in this area.</p>	N
<p><i>The reviewers noted that academic advising for undergraduate students could be improved; in particular, they noted that students can</i></p>	<p>While there is now a permanent faculty member who supervises thesis students (at the time of the review, there was a program coordinator, but no permanent faculty), to fully address student interest in conducting thesis work, additional supervisors remain difficult to obtain due to their responsibilities in their other programs.</p>	N

<i>have a difficult time finding thesis supervisors.</i>		
Other recommendations or implementation plans not prioritized in the Request for Administrative Response	N/A	
Findings of assessments of program effectiveness, conducted as outlined in the self-study (<i>see section 3.4 of the self-study template for more information</i>)	<p>At the Centre for Medieval Studies, an <i>ad hoc</i> committee is struck by the Director to review the state of the art and suggest. Next, the CMS Academic Programs Committee will review and comment on the report finalized in step 1. This committee meets once per year minimum. The CMS Executive Committee will then discuss the report. If necessary, for instance if core reforms are being considered, a Town Hall will be held to consult with students.</p> <p>For the Mediaeval Studies program, there is a program committee that meets at least twice a semester (usually monthly) that discusses curriculum issues, staffing, program enrolments, etc.</p>	
The status of any additional items discussed at the AP&P meeting as captured in the FAR/IP	No follow up report was requested.	
Consultation in developing this brief report and (where applicable) a statement of how the Faculty has monitored the implementation of review recommendations	The Dean prepared this report in consultation with CMS Program Director, and Mediaeval Studies Program Coordinators, Principal's Office, and with members of the Dean's Faculty Management Team. The CMS had prepared its own update on progress made since the last review, in consultation with the Executive team, and on the basis of the CMS Annual Report for 2022-23, previously shared and approved by the CMS General Assembly in September 2023, and with faculty and program and College leadership, as well as consultation between the Centre for Medieval Studies and the Mediaeval Studies program. In October 2023, the Program Coordinators and the Principal's Office had prepared a first draft of a report on progress made on its undergraduate programme since the last review, in consultation program faculty. The Dean's office continues to have regular meetings with the CMS Chair, and with the SMC Principal's office about ongoing progress and continual improvement in the graduate and undergraduate programs, respectively.	