

**School of Administrative Studies, Faculty of Liberal Arts and Professional Studies**

**Cyclical Program Review – 2006 - 2013**

**Final Assessment Report and Implementation Plan**

**Reported to Joint-Committee on Quality Assurance: April 18, 2016**

**Program Description**

The School of Administrative Studies offers three undergraduate programs:

Bachelor of Administrative Studies (BAS), 90 credit and Specialized Honours  
 Bachelor of Disaster and Emergency Management (BDEM), Specialized Honours  
 Business Minor for non-business students

The School also offers a wide range of professional certificates that can be taken alongside a degree or as a standalone program.

Note: Undergraduate and Graduate Programs in Disaster and Emergency Management underwent a separate cyclical program review in 2014-2015; the Master in Financial Accountability will undergo its review beginning in September 2017.

Program	Accepts 2013	Enrolment FTES 2013	Degrees Awarded 2013
BAS	1081	3091	BAS (Hons) 425, BA (90 Credit) 301
Certificates			90

**Reviewers appointed by the Vice-Provost Academic:**

Noreen R. Sharpe, Senior Associate Dean, Director of Undergraduate Programs, McDonough School of Business, Georgetown University, Washington, DC  
 Brenda Spotton-Visano, University Professor, Department of Economics, York University

**Site Visit:** April 7, 2015

The reviewers met with Alice Pitt, Vice-Provost Academic, the Vice-Dean of the Faculty of Liberal Arts and Professional Studies, the Director of the School of Administrative Studies, the Undergraduate Program Director of the Administrative Studies and with the university librarian. There were also meetings with Faculty members, students and administrative staff in the School.

**Outcome:** The Joint-Committee on Quality Assurance concluded that the Dean’s Implementation Plan, developed with input from the faculty of the School of Administrative Studies, responds adequately to the review recommendations. Progress on the recommendations will be included in the Follow-up Report which is due 12 months from now, on April 30, 2017.

The next Cyclical Program Review will begin in September 2022 and will incorporate a review of the undergraduate and graduate Emergency Management programs and the Master of Financial Accountability that are offered under the auspices of the School.



**Strengths:**

- The School of Administrative Studies is committed to meeting the diverse needs of traditional, mature, part-time, evening and online students seeking management education with flexibility.
- Program learning objectives have been elaborated and courses and assessment methods have been mapped against these objectives.
- Students are able to focus their studies in a variety of business related areas including Accounting; Audit, Management, Information Systems & Income Tax Law; Finance; Management; Management Science and Marketing.
- Faculty and students work with the Institute of Chartered Accountants of Ontario to hold Income Tax Clinics during March for low-income taxpayers residing in the community surrounding York, including many new immigrants to Canada.

**Opportunities for Enhancement:**

- Pan university working group to discuss business education and the role of relevant Faculties, programs and campuses offering or wishing to offer business-related programs would ensure the School's distinctiveness and enhance marketing efforts.
- Reduction of the number of credits required for a major in Administrative Studies would clarify the curriculum and improve student experience.
- Consideration should be given to changing the name of the degree to Bachelor of Commerce in order to clarify the offerings for students as well as employers.
- Tracking of alumni and graduate placements should be improved.
- Exploration of ways to ensure that faculty complement is suitable for enrolments in the program would enhance the quality of the program and student experience.

**Dean's Implementation Plan (Selected)**

The Dean's Implementation Plan was developed in consultation with faculty members of the School of Administrative Studies and focusses on the recommendations in the reviewer's report that were feasible, provides a tentative schedule and identifies roles and responsibilities for leading and supporting change initiatives outlined in a comprehensive spreadsheet. Priority will be given to the following recommendations:

- The Plan supports establishment of a pan university working group on business education.
- The Dean supports a change the name of the degree from Bachelor of Administrative Studies (BAS) to Bachelor of Commerce (BCom). A proposal for this change has been drafted as of March 2016.
- The Dean will facilitate discussion regarding lightening the credit weighting of the major in Administrative Studies.
- The Dean will facilitate discussions regarding teaching assignments in appropriate graduate programs and to streamline hiring processes for contractual teaching assignments.
- The Dean's Office will facilitate and direct resources to the improvement of advising and to the enhancement of math support for SAS students.
- Work on the faculty-wide initiative to track alumni (in cooperation with the Office of Advancement) will continue as a pan-Faculty priority.

Alice J. Pitt

Vice-Provost Academic

York University