Cyclical Program Review (CPR) Resources for Programs

School of Graduate Studies

June 2017

CPR Resources

This document provides resources and a list of data to be provided by the School of Graduate Studies (SGS) to assist you with completing your CPR self-study. It includes some of the items from the CPR template (by item number) with corresponding information that programs could include (URLs provided as appropriate)

Data/information provided by the SGS:

Student Exit Survey Results
Student participation in Academic and Professional Development workshops and training (Expanding Horizons)
Flow-Through Data by program
Application and Yield Data
Graduate map for Master's and PhD program

Note: Data from the Canadian Graduate and Professional Student Survey (CGPSS) can be accessed from the Management Data Portal (https://wiki.queensu.ca/display/MDP/Management+Data+Portal+Home) - contact the Planning and Budget Office if an administrator from your office cannot access). Specific data of interest for the CPR are: Student experience, Quality of instruction, and for research-based programs data relating to advisor attributes (see Sections 9.0 and 11.3)

CPR Section 2.0. Degree Level Expectations (DLEs)
Learning outcomes and indicators of achievement have been provided by program and appear on the SGS program websites (http://www.queensu.ca/sgs/prospective-students/programs-degrees) under the heading "Learning Outcomes'. These tables provide a good starting point for ensuring that your curriculum maps onto the DLEs and support the learning outcomes identified. A column entitled 'Transferable skills' which articulates those employability skills that the student derives from completing the particular academic requirements in association with each DLE is particularly useful for students (programs that have not added this column are strongly urged to do so).

CPR Section 3.0. Admission Requirements

The SGS Admission requirements can be found at:
http://www.queensu.ca/calendars/sgsr/Academic_Qualifications_for_Admission.html

Program specific admission requirements (including language):
http://www.queensu.ca/sgs/sites/webpublish.queensu.ca.sgswww/files/files/Students/2017-2018%20Application%20Requirements%20table%20-%20REVISED%20JAN%202022.pdf

CPR Section 6.0. Equity, Diversity, and Accessibility

In addition to resources provided by the Human Rights Office, the following SGS policies relate to this question:

Accommodation of Graduate Students with Disabilities
http://www.queensu.ca/calendars/sgsr/Accommodating_of_Graduate_Students_with_Disabilities.html

See also procedures and resources related to the accommodation of graduate students under the Accessibility tab in SGS Habitat – Navigating Academe.
SGS Habitat | School of Graduate Studies

Workshops on inter-cultural competency and diversity have been provided under the Expanding Horizons banner (http://www.queensu.ca/exph/workshop-series/themes-workshop-descriptions/ethics-wellness-society-civic-responsibilities). In addition an online module on Inter-cultural Competency for graduate studies was developed by Queen's and is available to all SGS students via the www.MyGradSkills.ca portal.

CPR Section 7.0 Academic Integrity

The Academic Integrity Policy that applies to all graduate students enrolled in the SGS can be found at:
http://www.queensu.ca/calendars/sgsr/Academic_Integrity_Policy.html

Graduate students have access to online modules on Academic and Research Integrity, Understanding and Avoiding Plagiarism, and Intellectual Property (see www.MyGradSkills.ca) as well as workshops offered in the Expanding Horizons series.   http://www.queensu.ca/exph/workshop-series/planning-guide

A document on Intellectual Property Guidelines at Queen's prepared by the School of Graduate Studies in partnership with the Office of Research Services, PARTEQ Innovations, and the Library provides practical guidance about issues associated with IP. Resource can be found at:
(http://www.queensu.ca/sgs/sites/webpublish.queensu.ca.sgswww/files/files/Students/Intellectual%20Property%20Guidelines%20at%20Queens%202013.pdf

CPR Section 9. Student Attributes and the Student Experience

Graduate satisfaction with their overall experience, program, instruction, supervision and other elements is documented by program from the SGS Exit Survey. Data will be provided by the SGS on these metrics providing the sample size is adequate.

In addition, data from the Canadian Graduate and Professional Student Survey (CGPSS) can be accessed from the Management Data Portal (https://wiki.queensu.ca/display/MDP/Management+Data+Portal+Home). Please include data related to: the student experience (Academic: 11a-1 and Overall: 11a-2), quality of instruction (3-9), 3pportunities for internships, practicum and experiential learning (3-13) and for research-based programs also include: advisor feedback (7a-03), returned work promptly (7a-04) and overall performance (7a-06). *[may cross reference to CPR Section 11.3]*

CPR Section 10.2. Graduate Employment

The following are common strategies to identify post-degree employment of graduate students: (Note that the Alumni Office can assist by providing contact information for past students)

- Emailing past students (the Alumni Office can assist providing contact information for past students)
- Circulating a survey (e.g. Survey Monkey) to past students
- Asking supervisors to provide information about their own students who have graduated

CPR Section 11.0. Additional Graduate Program Criteria

11.1 Monitoring time-to-completion.

The SGS will provide populated Tables (by degree program) of the flow through data (new and total enrolments, Male/Female, Domestic/International, Completions, Withdrawals and Continuing, and Time to Completion)

(Please note that the unit is expected to provide a narrative relevant to the data presented in the respective tables.)

Programs to support progression to timely completion include: Dissertation Boot Camp, Dissertation on the Lake (Thesis writing Retreat at Elbow Lake), Persistence 101, Student Academic Success Services and the Writing Centre and particular workshop under the Expanding Horizons banner. Some programs provide their own dissertation writing supports.

Grad maps have been developed for most programs to describe the path to completion including milestones, timelines and guidance to resource use – the SGS will provide these when available.

Monitoring progress occurs via annual progress reports (mandatory requirement for all doctoral students) http://www.queensu.ca/calendars/sgsr/Annual_Progress_Reports.html
Template: http://www.queensu.ca/sgs/sites/webpublish.queensu.ca.sgswww/files/files/faculty%20-%20supervision/SGS-Template-AnnualReport_2012_DMv6.pdf

11.3 Graduate Experience

Data from the Canadian Graduate and Professional Student Survey (CGPSS) can be accessed from the Management Data Portal (https://wiki.queensu.ca/display/MDP/Management+Data+Portal+Home).
Please include data related to: the student experience (Academic: 11a-1 and Overall: 11a-2), quality of instruction (3-9), and for research-based programs also include: advisor feedback (7a-03), returned work promptly (7a-04) and overall performance (7a-06). *[may cross reference to CPR Section 9.0]*

11.4 Appropriateness of fields

Fields names and descriptions are those that have been <u>approved</u> either by the OCGS or the QUQAP processes and must appear as approved. Please check with your SGS Associate Dean if you are not certain which OCGS/QUQAP-approved fields are in place.

11.6 Graduate Students

Scholarly Output:

The following are common strategies to identify scholarly output of current and past graduate students:

- Check graduate student annual reports which list student accomplishments
- Asking supervisors to provide information on their own students (current and past)
- Emailing past and current students (the Alumni Office can assist providing contact information for past students)

Commitment to professional and transferable skills:

Academic, Professional and Personal development workshops are offered under the Expanding Horizons banner (http://www.queensu.ca/exph/home) and during Graduate Career Week which focuses on strategies and practical advice on navigating and preparing yourself the job market. The SGS will provide data regarding your students' participation in Expanding Horizons workshops and training. Where relevant, highlight experiential learning opportunities that your students may have undertaken.

International graduate student program participation and funding:

International doctoral students must receive an award equivalent to $5,000 over and above the minimum funding guarantee to assist in offsetting the international-domestic tuition fee differential (optional for Master's students). All graduate programs receive an allocation of International Tuition Awards (ITA) http://www.queensu.ca/sgs/prospective-students/awards-scholarships (click tuition awards & scholarships for international students tab).

There is no cap on the number of international students that a program may admit, though all must be financially supported in accordance with the unit's minimum funding guarantee (exclusive of the doctoral ITA) and all **doctoral** students must receive an ITA or equivalent from other sources (e.g. QGA, RA). An ITA is not required for Master's students.

In addition, departments may nominate newly admitted international doctoral students in the **Social Sciences and Humanities** for a Principal's International Doctoral Award. http://www.queensu.ca/sgs/prospective-students/awards-scholarships (click tuition awards & scholarships for international students tab).

A handbook for International Students can be found at: http://www.queensu.ca/sgs/sites/webpublish.queensu.ca.sgswww/files/files/Students/13-0360%20International%20Students%20Handbook.pdf

11.7 Graduate student financial support

Tables 7a and 7b – Financial support for students will be populated by the Office of Institutional Research and Planning (OIRP).

CPR Section 15.0. Supporting Documentation: Academic Regulations
All SGS policies and academic regulations can be found in the calendar
(http://www.queensu.ca/calendars/sgsr/General_Regulations.html)

e.g. Comprehensive/Qualifying Examination Requirement:
http://www.queensu.ca/calendars/sgsr/Comprehensive_Qualifying_Examination_Requirement.html

Structure of Graduate Degree Programs (i.e. course-based, course+project, thesis-based):
(Note that the "Pattern" terminology is Queen's-specific, best to use the associated descriptors)
http://www.queensu.ca/calendars/sgsr/Structure_of_Graduate_Degree_Programs.html

Additional resources that you may wish to reference:

Program milestones and timeline to completion:
Several units have provided a visual reference guide to PhD completion indicating the milestones to be completed in each year of study. The SGS will provide this reference if available.

Graduate supervision handbook:
The SGS handbook outlining roles, responsibilities and expectations
http://www.queensu.ca/sgs/sites/webpublish.queensu.ca.sgswww/files/files/Students/13-0360%20Graduate%20Supervision%20Handbook%20Oct%202016update.pdf

CPR Section 16.0. Supporting Documentation (provided by the SGS)
- SGS Exit survey results for your unit
- Graduate student Time to Completion and Completion Rate (Tables will be populated for each graduate degree program offered in your unit.
- Flow through data will be provided (populated tables); this will also include the multiyear enrolment profile
- Program need will be reflected by the application and yield data. SGS will provide this in tabular format.
- Grad Maps for your Master's and PhD programs if developed for your unit
- Participation record for your student in Expanding Horizons professional and skills development workshops

Data from the Canadian Graduate and Professional Student Survey (CGPSS) can be accessed from the Management Data Portal (https://wiki.queensu.ca/display/MDP/Management+Data+Portal+Home) – contact the Budget and Planning Office if an administrator from your unit cannot access the portal. Please include data related to: the student experience (Academic: 11a-1 and Overall: 11a-2), quality of instruction (3-9), Opportunities for internships, practicum and experiential learning (3-13) and for research-based programs also include: advisor feedback (7a-03), returned work promptly (7a-04) and overall performance (7a-06).

> Contact the School of Graduate Studies (SGS) with any questions you may have about completing graduate elements of the CPR or about the data we have provided. The SGS will provide feedback on the draft document – please send it to sgsasst@queensu.ca