

Cyclical Program Review of Programs in the Department of Public Health Sciences One Year Progress Report on Implementation Plan

Date: 12 April 2016

At the conclusion of the cyclical program review, a final assessment report and implementation plan was agreed by the Vice-Provost (Teaching and Learning), Dean, Faculty of Health Sciences, Dean, Faculty of Arts and Science, and Vice-Provost and Dean, School of Graduate Studies. The deans are responsible for monitoring the implementation plan.

Please complete the table below to report on progress made in the past year against the implementation plan. Add further explanation if necessary in the *additional notes* section. The table is to be completed by the academic unit and reviewed by the relevant deans/associate deans.

Please complete this report and return it to quqap@queensu.ca by 2 May 2016. The Vice-Provost (Teaching and Learning) will review this progress report. It will then be appended to the Deans' annual reports for the 2015-16 academic year, filed in the Office of the Provost and Vice-Principal (Academic). Please note that monitoring reports will be posted on the university web site.

ONE YEAR FOLLOW UP

| Recommendation | Proposed Follow-up | Responsibility for Leading Follow-up | Timeline for Addressing Recommendation | Please indicate whether the implementation is on target and on time, and provide a brief description. |
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| <p>1. The Department of Public Health Sciences should develop and implement improved processes to monitor students' progress in the MSc (Epidemiology) program. Careful attention should be placed on setting milestones and clearly articulating expectations among students and faculty alike.</p> | <p>Initiate discussions with relevant faculty within the department</p> | <p>Head, Department of Public Health Sciences</p> | <p>Dean of health sciences' <i>annual report</i> to the provost 2016</p> | <p>YES Several deadlines have been implemented within the first and second term of the MSc program, to bring forward milestones: 1) thesis outlines; 2) faculty feedback on outlines; and, 3) earlier proposal defences. Very clear guidelines have been developed for students so expectations are clear. We have already seen the success of these improvements, with compliance to milestones going from 85% to 93%, and expect all students in the current program to complete their thesis defence on time.</p> |
| <p>2. The Department of Public Health Sciences should implement strategies to improve time-to-completion especially in the PhD program.</p> | <p>Initiate meeting with relevant Associate Dean (SGS), Department Head and Graduate Coordinator</p> | <p>Head, Department of Public Health Sciences and relevant associate dean in SGS</p> | <p>Dean of health sciences' <i>annual report</i> to the provost 2016 Vice-provost and dean, graduate studies' <i>annual report</i> to the provost 2016</p> | <p>YES See above for MSc. For the PhD program specifically, progress has been made through:</p> <ul style="list-style-type: none"> • Development of a Pathway to Completion poster that all new students are given at orientation (see attached poster) • Clearly stated milestone deadlines for the outline and proposal defense. These have been moved up: Outline in Fall year 2, Proposal in Spring year 2. |

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| | | | | <ul style="list-style-type: none"> • Simplified outline. It is shorter and we have made it clear to students that it is meant to be a first formal communication with the program about their project – to have a dialogue – not a finished project design. • Standardized outline review by the PhD committee as part of its regular meeting with student and his/her supervisor in attendance. Written feedback also provided. • Expectation on the thesis proposal has been reduced from ‘finished, polished proposal suitable for submission to an extra-mural granting agency’ to ‘near-final draft’ of such a proposal. • Increasing awareness that the PhD project scope be constrained to something that is very feasible within the 3 years allotted. • An openness on the part of the PhD committee to consider proposal modifications from current students to help them meet the 4 year finish time. |
| 3. To address the challenges associated with the MSc Collaborative Biostatistics program, the Departments of Public Health Sciences and Mathematics and Statistics should, as contemplated, create a formal joint committee between the | Initiate meeting with Head of Public Health Sciences and Mathematics and Statistics | Heads, Department of Public Health Sciences and Mathematics and Statistics and relevant associate deans in health | Deans of health sciences’ and arts and science <i>annual report</i> to the provost 2016 | YES A formal joint committee has been established, and meetings have been held with focus on standardized admission standards, admission packages, and student funding policies. Work is in progress on curriculum design. |

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| Faculty of Arts and Science and the Faculty of Health Sciences that will focus on curriculum design, student funding policies, admission standards, etc. | | sciences and arts and science | | |
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Additional Notes:

Please note any additional issues affecting progress, if necessary.