

Cyclical Program Review of Public Health Sciences and Biostatistics
2021-2022 CPR Bridging Report

Date: December 15, 2021

In light of the COVID-19 pandemic and the subsequent delays to the cyclical program review (CPR) process, programs are being asked to provide an update on the final assessment report and implementation plan of their previous CPR cycle.

The plan and one year progress report below was agreed to by the Vice Provost (Teaching and Learning), Dean, Faculty of Health Sciences, and the Vice-Provost and Dean, School of Graduate Studies in 2016. The Deans are responsible for monitoring the implementation plan.

Please complete the table below to report on any progress made. Add further explanation if necessary in the *additional notes* section. The table is to be completed by the relevant deans/associate deans.

Please complete this report and return it to gugap@queensu.ca by January 31, 2022. The Associate Vice-Principal (Teaching and Learning) will review this progress report. It will then be appended to the Dean's annual report for the 21-22 academic year, the program's delayed 2021-22 CPR, and filed in the Office of the Provost and Vice-Principal (Academic). Please note that monitoring reports will be posted on the university website.

| Final Assessment Report and Implementation Plan | | | | One Year Follow-up | Bridge to Next CPR |
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| 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 | Please indicate whether the implementation is on target and on time, and provide a brief description |
| 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. | Initiate discussions with relevant faculty within the department | Head, Department of Public Health Sciences | Dean of health sciences' annual report to the provost 2016 | 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. | YES The implemented changes following the last CPR review remain in effect. Overall, our time to MSc thesis completion has improved markedly, with the exception of 2020-2022, in which the progress for some of our students has been delayed, because of the pandemic and impact on mental health |
| The Department of Public Health Sciences should implement strategies to improve time-to-completion especially in the PhD program. | Initiate meeting with relevant Associate Dean (SGS), Department Head and Graduate Coordinator | Head, Department of Public Health Sciences and relevant associate dean in SGS | Dean of health sciences' annual report to the provost 2016 Vice-provost and dean, graduate studies' annual report to the provost 2016 | YES See above for MSc. For the PhD program specifically, progress has been made through: <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. 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. | YES The implemented changes following the last CPR review remain in effect. In addition, there is now a formal Orientation session with students and the program director from their respective program, where dates for milestones are made explicit. Overall, our time to PhD thesis completion has improved. The average time to completion for the cohort of PhD students that started BEFORE 2016 was 6.11 years (range 4-11 years) and was 4.86 years for students who started in the PhD program in 2016 or later. |

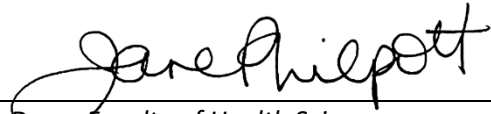
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| | | | | <ul style="list-style-type: none"> • Standardized outline review by the PhD committee as part of its regular meeting with student and his/her supervisor in attendance. Written feedback also provided. • Expectation on the thesis proposal has 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. | |
| <p>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 Faculty of Arts and Science and the Faculty of Health Sciences that will focus on curriculum design, student funding policies, admission standards, etc.</p> | <p>Initiate meeting with Head of Public Health Sciences and Mathematics and Statistics</p> | <p>Heads, Department of Public Health Sciences and Mathematics and Statistics and relevant associate deans in health</p> | <p>Deans of health sciences' and arts and science annual report to the provost 2016</p> | <p>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.</p> | <p>UPDATE: the joint committee is no longer active. The reason is primarily because the management structure of the graduate programs in the two departments was different, and it became more effective to directly discuss the issues with all biostatistics faculty members involved in the two departments and maintain a close contact with the graduate assistant, Ms. Jennifer Read, in the Department of Mathematics and Statistics. This approach allowed us to address issues on curriculum design, such as, change in core course requirements and the time of some core course offerings, as well as issues from individual students in the two departments, such as elective course selection and conflicting course schedules. Time to completion for students in the MSc -</p> |

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| | | | | | <p>Biostatistics specialization program is excellent (nearly 100% complete program in 12 months) thanks to students consistently meeting their major milestones (finishing required courses, submitting practicum proposal, and completing the practicum in 4 months) with the exception for individual cases due to health reasons (ie maternity leave). The funding policy is beyond the capacity of this program since this is a collaborative program and the students in each department are governed by the respective department's own funding policy.</p> |
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Additional Comments:

Please note any additional issues affecting progress.

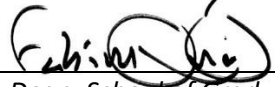
Signatures:



Dean, Faculty of Health Sciences

March 31, 2022

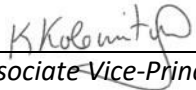
Date



Dean, School of Graduate Studies (if applicable)

April 13, 2022

Date



Associate Vice-Principal (Teaching and Learning)

May 3, 2022

Date

Approved by the Senate Cyclical Program Review Committee:

June 2 2022

Date