

ACADEMIC COUNCIL REPORT

ACTION REQUESTED:

Recommendation
Decision
Discussion/Direction
Information

DATE: 28 July 2020

FROM: Graduate Studies Committee

SUBJECT: Program Review 18-Month Follow-Up Reports – Master of Applied Science and Master of Engineering in Automotive Engineering; Master of Applied Science, Master of Engineering, and Doctor of Philosophy in Electrical and Computer Engineering; Master of Applied Science, Master of Engineering, and Doctor of Philosophy in Mechanical Engineering

COMMITTEE MANDATE:

In accordance with Article 1.1(b) of By-law Number 2, Academic Council “has the authority to establish academic standards and curricular policies and procedures of the University and to regulate such standards, policies and procedures, including determining academic quality, which includes determining the contents and curricula of all programs and courses of study.

As set out in the Graduate Studies Committee (GSC) Terms of Reference, GSC is responsible for approving Final Assessment Reports (FARs) and action plans arising out of the cyclical review of undergraduate programs and report to Academic Council on...the implementation of recommendations from previous reviews.

MOTION FOR CONSIDERATION:

That, pursuant to the recommendation of GSC, Academic Council hereby approve the 18-Month Follow-Up Reports for the Master of Applied Science and Master of Engineering in Automotive Engineering; Master of Applied Science, Master of Engineering, and Doctor of Philosophy in Electrical and Computer Engineering; and Master of Applied Science, Master of Engineering, and Doctor of Philosophy in Mechanical Engineering, as presented.

BACKGROUND/CONTEXT & RATIONALE:

Eighteen months after the completion of a program review the Faculty is asked to report on the progress to date for all items outlined in the Final Assessment Report and Action Plan. The 18-Month Final Assessment Report (18-Month FAR) notes any items which have been completed and those that are still in progress, and provide a rationale and/or revised timeline for items which may be behind schedule from the timeline noted in the original Action Plan.

RESOURCES REQUIRED:

The Faculty's plans to address any remaining resource needs are outlined in the 18-Month FAR. Information and support will be required from various areas of the University in order to implement the plan as originally agreed.

COMPLIANCE WITH POLICY/LEGISLATION:

The Ontario Universities Council on Quality Assurance (Quality Council), established by the Council of Ontario Universities in July 2010, is responsible for oversight of the Quality Assurance Framework processes for Ontario Universities. The Council operates at arm's length from both Ontario's publicly assisted universities and Ontario's government. Under the Quality Assurance Framework, academic programs must undergo a cyclical review at least every eight years following their implementation. The purpose of the cyclical program review is to critically examine the components of a program with the assistance of outside reviewers with the goal of continuous improvement. A program review's purpose is not solely to demonstrate the positive aspects of the program, but also to outline opportunities that will lead to improvements for the future.

NEXT STEPS:

- Following approval by Academic Council, the summary documents will then be presented to the Board of Governors for information and posted to the University's website

SUPPORTING REFERENCE MATERIALS:

- Program Review 18-Month Follow-Up Reports



Master of Applied Science and Master of Engineering in Automotive Engineering

18-Month Follow-Up

Dean: Dr. Tarlochan Sidhu

Under Ontario Tech University's Quality Assurance Framework, all degree programs are subject to a comprehensive review every eight years to ensure that they continue to meet provincial quality assurance requirements and to support their ongoing rigour and coherence. Program reviews involve several stages, including:

1. A comprehensive and analytical self-study brief developed by members of the program under review.
2. A site visit by academic experts who are external to and arm's length from the program who prepare a report and recommendations on ways that it may be improved based on a review of the program's self-study and supporting material, and a two day site visit involving discussions with faculty, staff and students and a tour of the facilities.
3. Development of a plan for improvement by the program and proposed timelines for implementation.

All programs that undergo a review must provide a report eighteen months after the completion of the review to gather information on the progress that has been made implementing the agreed upon plans for improvement.

In 2016, a program review was scheduled for the **Master of Applied Science and Master of Engineering in Automotive Engineering**, with a site visit in on June 2016. The program has submitted to the Provost's Office a comprehensive chart outlining the progress they have made relative to the action plans resulting from the review. A summary of this progress is provided on the following pages. The summary report is reviewed by the appropriate standing committee of Academic Council and is subsequently reported to Academic Council and the Board of Governors.

Next Scheduled Program Review: 2022-2024

Action Items	Process Status	Comments
Increase IT support as per 2017-2018 integrated academic plan	<i>Complete</i>	<i>We worked with IT closely. Currently Mike Prasad from central IT provides regular support to the faculty.</i>
Additional course offerings	On hold – Pending finalization of financial model	<i>Currently the provost office is working on developing a new financial incentive model university-wide.</i>
Enhance industrial engagement	<i>Complete*</i>	<i>This task is an ongoing. Our objective is always to increase the engagement with industry.</i>
Explore incentives for program growth	<i>Complete</i>	<i>Currently the provost office is working on developing a new financial incentive model university-wide.</i>

**The Faculty deems this action item as a priority requiring ongoing review and consideration.*



**Master of Applied Science, Master of Engineering, and Doctor of Philosophy in Electrical and Computer Engineering
18-Month Follow-Up
Dean: Dr. Tarlochan Sidhu**

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In 2016, a program review was scheduled for the **Master of Applied Science, Master of Engineering, and Doctor of Philosophy in Electrical and Computer Engineering**, with a site visit in on June 2016. The program has submitted to the Provost's Office a comprehensive chart outlining the progress they have made relative to the action plans resulting from the review. A summary of this progress is provided

on the following pages. The summary report is reviewed by the appropriate standing committee of Academic Council and is subsequently reported to Academic Council and the Board of Governors.

Next Scheduled Program Review: 2022-2024

Action Items	Process Status	Comments
Identify core courses in each field	Complete*	Complete and sent to FEAS. Discussion regarding cross listing on going.
Add Power Systems in the PhD program and add fields of specialization to MASC program	Complete - Fall 2017	Power systems and power electronics field was added. A request was made to SGPS to add the field of specialization for MASC.
Review of admission requirements of MEng and criteria for MEng-to-MASC transfer	Complete	Complete and available in the FEAS graduate handbook. This item will be revisited again once a university-wide financial model is finalized.
Re-examine and clarify learning outcomes of all programs	Complete*	
Remove the 2nd seminar course for PhD program and revise the 1 st seminar course	Complete	Fall 2017
Increase IT support as per 2017-2018 integrated academic plan (IAP)	Complete*	We worked with IT closely. Currently Mike Prasad from central IT provides regular support to the faculty.
Additional course offerings	On hold – Pending finalization of financial model	Some new courses are developed by the new hire however, there is a constraint regarding the teaching load for each faculty member. This item will be revisited once the university-wide financial model is finalized.
Explore incentives for program growth	Complete	This item is outside the ECSE program jurisdiction.

**The Faculty deems this action item as a priority requiring ongoing review and consideration.*



Master's and PhD Mechanical Engineering

18-Month Follow-Up

Dean: Dr. Tarlochan Sidhu

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1. A comprehensive and analytical self-study brief developed by members of the program under review.
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3. Development of a plan for improvement by the program and proposed timelines for implementation.

All programs that undergo a review must provide a report eighteen months after the completion of the review to gather information on the progress that has been made implementing the agreed upon plans for improvement.

In 2016, a program review was scheduled for the **Master's and PhD Mechanical Engineering**, with a site visit in on June 2016. The program has submitted to the Provost's Office a comprehensive chart outlining the progress they have made relative to the action plans resulting from the review. A summary of this progress is provided on the following pages. The summary report is reviewed by the appropriate standing committee of Academic Council and is subsequently reported to Academic Council and the Board of Governors.

Next Scheduled Program Review: 2022-2024

Action Items	Process Status	Comments
Increase IT support as per 2017-2018 integrated academic plan	Complete	We worked with IT closely. Currently Mike Prasad from central IT provides regular support to the faculty.
Additional course offerings	Complete	There is now a two-year cycle of graduate electives and courses are offered on a rotating basis. Currently the Provost is working on developing a new financial incentive model university-wide.
Revision of English language proficiency requirements and admission/transfer processes (particularly at master’s level)	Complete*	The English language proficiency policy and policy revised in 2017. Admission processes reviewed as part of a larger effort to harmonize MEng admission requirements and MEng-to-MASc transfer criteria.
Explore incentives for program growth	Complete	Currently the provost office is working on developing a new financial incentive model university-wide.
Reinforce a strategy to hire female faculty members into the program	Complete*	This task will continue however, since this review we have hired 4 female faculty members to support faculty growth in these programs.

**The Faculty deems this action item as a priority requiring ongoing review and consideration.*