

ACADEMIC COUNCIL REPORT

ACTION REQUESTED:

Recommendation	<input type="checkbox"/>
Decision	<input type="checkbox"/>
Discussion/Direction	<input type="checkbox"/>
Information	<input checked="" type="checkbox"/>

DATE: 24 October 2023

FROM: Undergraduate Studies Committee

SUBJECT: Cyclical Program Review 18-Month Follow-up –
Bachelor of Engineering (Hons), Electrical Engineering

COMMITTEE MANDATE:

In accordance with Article 8 of the Ontario Tech University Institutional Quality Assurance Process (IQAP) Cyclical Review and Auditing Procedures, eighteen months following the completion of a program review the Dean will prepare a brief follow up report and “A summary of the progress report will be approved by the appropriate standing committee of Academic Council”. This summary report will be reported to Academic Council for information and subsequently posted to the Ontario Tech corporate website.

BACKGROUND/CONTEXT & RATIONALE:

Eighteen months after the completion of a program review the Faculty is asked to report on the progress to date in implementing the agreed upon plans for improvement. The report is sent to the Academic Resource Committee for review and further follow-up, if required.

RESOURCES REQUIRED:

The Faculty’s plans to address any remaining resource needs are outlined in the 18-Month report. 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 the presentation to Academic Council, this summary will be posted to the University's website.

SUPPORTING REFERENCE MATERIALS:

18-Month Report Summary



**18-Month Follow-Up
SUMMARY REPORT
September 8, 2023
Bachelor of Engineering (Hons), Electrical Engineering
Dean: Dr. Hossam Kishawy**

Under Ontario Tech University's Institutional Quality Assurance Process (IQAP) and the Ontario Quality Assurance Framework (QAF), all programs are subject to a comprehensive review at least/at minimum 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. The visit involves discussions with senior academic administrators, faculty, staff, and students.
3. Submission of an external reviewers' report including recommendations on ways the program may be improved based on a review of the program's self-study brief, discussions during the site visit and supporting material.
4. Internal responses to the external review and recommendations prepared separately by the Program and Dean.
5. Development of an Implementation Plan prepared by the Dean including resource requirements and a timeline for acting on and monitoring the implementation of the recommendations.

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 2019 – 2021 a review was scheduled for the Bachelor of Engineering in Electrical Engineering program, with a site visit on June 14 – 16, 2021. The program has submitted to the Provost’s Office a report outlining the progress they have made relative to the implementation plan resulting from the review. A summary of this progress is provided on the following pages.

	Implementation Plan Action Item(s) <i>(corresponding recommendation # from reviewers’ report)</i>	Timeline	Status*	Comments from Dean
1.	Program Curriculum Committee (PCC) will review the program map and consider increasing program flexibility to give students more options to tailor their degree program according to their interests while maintaining the core competencies and satisfying the accreditation requirements.	Work to start Fall 2021 and expected to be done by Winter 2023	In-Progress	1- One course has been removed from second year making Fall and Winter semesters five courses each. 2- All electrical courses in forth year have been changed to engineering electives to give students flexibility to choose. 3- PCC is currently reviewing the learning outcomes of each course to ensure alignment of program outcomes and graduate attributes.
2.	Program Curriculum Committee (PCC) will review the program map and consider the addition of advanced course in microelectronics.	Work to start Fall 2021 and expected to be done by Winter 2023	Complete	The Electrical Engineering PCC reviewed contents of all courses. It was found that the program contents are similar in content as other electrical programs. What was noted was discrepancy between what is delivered and the learning outcomes. Department Chair is following up with course instructors.
4.	Classroom and laboratory space remain to be an issue. It should be a priority to have no classes in semi-permanent buildings. The program should continue to increase its lab space and space for capstone design projects.	Ongoing	Ongoing	More classrooms will be available in future buildings.
5.	PCC in consultation with Lab Instructors will review/update lab manuals and ensuring synchronization between labs and lectures should be formalized.	Work to start in 2021, expected recommenda	In-Progress	The Electrical Engineering PCC is addressing changes to the program map prior to the implementation of a review process pertaining to the update of lab manuals and synchronization of

		tions in Fall 2022		lectures/labs as some courses may be eliminated or created during this process.
6.	In addition, to having student representation at the PCC, Department will discuss and propose plan to create a mechanism to obtain student feedback.	Winter 2022	Complete	As part of the Continual Improvement process implemented by the Faculty of Engineering and Applied Science, ECSE has four Student Academic Experience Committee meetings per year which allows for input directly from students. This enables students to provide valuable feedback on their programs in addition to the course surveys that are already in place for student feedback.
8.	Dean is in discussion with the Provost and VP- Administration for more technical staff to maintain labs and infrastructure and to ensure the health and safety of the student body in labs and during capstone project development.	2021-2022	Ongoing	Ongoing

*Process Status Legend:

Complete: Accomplished action item; no further steps required.

Continuous: Initial action item complete but requires ongoing monitoring and/or enhancement.

In Progress: Progress on the action item has been initiated but is not complete at this time. Outline all steps taken in the comment's column.

On Hold: Unable to complete due to other dependent factor(s).

Cancelled: Item no longer relevant or resources unavailable.

This summary report will be sent for approval to the appropriate standing committee of Academic Council (USC or GSC), and will subsequently be reported to Academic Council. It will then be posted on the Ontario Tech corporate website.

Next Scheduled Program Review: 2027 – 2029