

Cyclical Program Review of Public Health Sciences and Biostatistics
2021-2020 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
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.

				<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>The joint committee has been converted into a "committee of the whole," consisting of all of the biostatisticians in both departments (Public Health Sciences, and Mathematics and Statistics). This committee of the whole is chaired by the MSc Biostatistics program director and meets as required in response to program issues, and will meet at least once per year, to address program issues and modifications and student progress. The committee communicates directly with the Graduate Education Coordinator and program administrators in each department to implement committee recommendations and programmatic changes. There are open lines of communication between the committee chair and each department's administrative structure, as outlined below.</p>

					<div data-bbox="2056 146 2540 462" data-label="Diagram"> <pre> graph TD A["MSc Biostatistics Committee (committee of the whole)"] --> B["Public Health Sciences Graduate Education Coordinator"] A --> C["Mathematics & Statistics Graduate Education Coordinator"] B <--> D["MSc Biostatistics Program Director"] D <--> E["Graduate Assistant"] C <--> F["Graduate Assistant"] </pre> </div> <div data-bbox="2002 495 2593 571" data-label="Text"> <p>(Response to this recommendation was updated October 7, 2022)</p> </div>
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Additional Comments:

Please note any additional issues affecting progress.

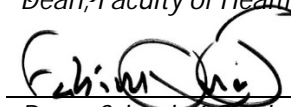
Signatures:



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