

Executive Summary and Implementation Plan
Quality Assurance Cyclical Program Review
Department of Chemistry
April 2013

In accordance with the Institutional Quality Assurance Process (IQAP) the Department of Chemistry submitted a Self-Study (August 2011) to initiate the cyclical program review of their undergraduate programs. Volume 1 presented program descriptions, outcomes, and analyses, institutional information and statistical data. Volume 2 and 3 provided a collection of the program course outlines and the CVs for each full-time member in the Department.

Two external reviewers and one internal reviewer, selected from a set of proposed reviewers, examined the materials and completed a day and a half site visit February 2012. The visit included interviews with the Provost and Vice-President (Academic), Deputy Provost, Dean of the Faculty of Science and Environmental Studies (SES), the Acting Chair of the Department of Chemistry, and meetings with full-time teaching faculty and support staff. The Review Team also had an opportunity to meet with a group of undergraduate students, and to visit the undergraduate laboratories, library, and the Thunder Bay Regional Research Institute (TBRI).

In their report (May 2012), the Review Team provided feedback that describes how the Chemistry programs meet the Quality Assurance Framework evaluation criteria and are consistent with the University's mission and academic priorities. The admission standards, curriculum structure and delivery, and teaching and assessment methods are appropriate, reflect the current state of the discipline, and are effective in preparing graduates to meet defined outcomes and the University's undergraduate degree level expectations. The Department makes effective use of the available resources. The faculty members are active in research and have secured external funding that is used extensively to support students in the chemistry programs. The Review Team was impressed by the positive attitudes and strong program endorsement displayed by the group of students who were interviewed. A number of suggestions were provided to help guide future curriculum reviews. In addition, the Review Team provided recommendations with supporting rationale for future consideration.

The Chair of the Department of Chemistry, in consultation with the Dean of the Faculty, submitted a response to the Reviewers' Report (September 2012).

Specific recommendations were discussed, and clarifications and corrections presented. Follow-up actions and timelines were included.

A Final Assessment Report was prepared to provide a synthesis of the external evaluation and internal response and assessments of the undergraduate programs delivered by the Department of Chemistry. The report identifies the significant strengths of the program, the opportunities for program improvement and enhancement, and sets out and prioritizes the recommendations that have been selected for implementation.

The Implementation Plan identifies who will be responsible for approving the recommendations set out in the Final Assessment Report; who will be responsible for providing any resources made necessary by those recommendations; any changes in organization, policy or governance that will be necessary to meet the recommendations; who will be responsible for acting on those recommendations; and timelines for acting on and monitoring the implementation of those recommendations.

Implementation Plan: Part A – Follow-up responsibilities for the Department of Chemistry

Suggestion/ Recommendation	Proposed Follow-up	Responsibility for Leading Follow-Up*	Timeline
Develop clearer statements for the learning outcomes of the BSc and HSc programs	A review and revision of all program learner outcomes will be undertaken	Department Chair	Winter /Spring/Summer 2013
Explicitly identify prerequisites for the Chemistry courses	Students will be made aware of course prerequisites through the academic advising processes	Department Chair & Director of Student Success Centre	Ongoing
Acquire additional current chemistry specific software for students	Initiate discussions with TSC regarding the installation of some of the updated software on the university computers or by making it available through the network	Department Chair with support from the Dean of the Faculty of SES and Director of TSC	Winter 2013
Include a capstone learning activity for students who in the 4th year transfer to the general BSc major	Consider the capstone course recommendation during future curriculum review discussions	Department Chair	Winter/Spring 2013
Pursue Occupational Health and Safety Committee membership	Technical staff members will be asked for a volunteer to join the committee	Department Chair	Winter 2013
Provide “New Faculty” support and mentoring	Incorporate Reviewers’ suggestions in a formal plan for mentoring and support. Include support required by the Office of Human Resources and the Research Office to ensure that new employees are signed on and have the required workplace safety training.	Department Chair with support from HR and the Office of Research	Winter/Spring 2013

Implementation Plan: Part B - Joint Department, Decanal and Administration Follow-up Responsibilities

Recommendation	Proposed Follow-up	Responsibility for leading Follow-up*	Timeline
Infrastructure Renewal	Establish a working group in order to determine the scope of current and future science space needs. Determine next steps.	Dean of the Faculty of SES	Winter/Spring 2013
Workload Metrics Chemistry Research Technician	Create a multi-year staffing plan which addresses teaching loads and technical support staff	Department Chair to submit for review and approval by Dean of the Faculty of SES	Summer/Fall 2013
Establish a Graduation Award for the HBSc programs in Chemistry and Chemistry/Biology	A request to add scholarship dollars to the ongoing SES fundraising initiative will be made	Department Chair - with further action required by Dean of the Faculty of SES	Winter 2013 - ongoing fundraising activity
Provide support for Chemistry students to travel to specific conferences	Identify appropriate conferences and request funds to assist	Department Chair to develop short and long term funding plan. Submit request for consideration by Dean of the Faculty of SES	Summer/Fall 2013

*The Dean of the Faculty, in consultation with the Department Chair shall be responsible for monitoring the Implementation Plan. The details of progress made will be presented in the Deans' Annual Reports and filed in the Office of the Provost and Vice-President (Academic).