

**Report to the Senate Academic Committee on the Implementation of the  
2006 – 2010 Academic Plan (Graduate)  
June 1, 2010**

The report that follows has been developed in response to the Senate Academic Committee Terms of Reference and Action Plan for the 2008/2009 academic year.

Terms of Reference - Term #1

- *To develop and monitor strategic academic planning including assuring that program changes are reviewed at the appropriate committee level in the context of Lakehead University's Strategic Planning.*

Action Plan - Item #1

- *To monitor the progress made by each of the Senate Committees towards the achievement of actions stated in the 2006 Academic Plan. Following this review, the Senate Academic Committee will prepare an annual report outlining the processes completed, related on-going activity, and an analysis of the outcomes. Recommendations for future academic planning (process and content) will be developed.*

The purpose of this report is to summarize the implementation status of the 2006 Academic Plan as it relates to graduate programming. The report is organized by the action items referenced in the plan, and provides a chronology of how the Academic Plan has been implemented.

Members of the Senate Academic Committee and Faculty of Graduate Studies were encouraged to forward any supplemental comments or edits that are related to the actions identified in the 2006 Academic Plan. The edits that were received have been incorporated into this document.

Respectfully Submitted,

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Associate Vice-President (Academic)

### 1.B.1.b GRADUATE PROGRAMS (p.11 -15)

#### 1.B.1.b.(1) Any Proposed New Program Will Conform to the Bylaws of OCGS

All new programs (listed below) that were proposed after ratification of the Academic Plan conformed to program expectations outlined in the Bylaws of OCGS ([http://ocgs.cou.on.ca/ bin/home/byLaws.cfm](http://ocgs.cou.on.ca/bin/home/byLaws.cfm)). The Faculty of Graduate Studies website provides all requirements for both the periodic and standard appraisal briefs.

<b>New Program</b>	<b>OCGS Approval</b>	<b>MTCU Approval</b>
M.E.S – Northern Environments and Cultures	2007	2007
Ph.D. Biotechnology	2007	2008
M.Sc. in Engineering – Electrical And Computer Engineering	2008	2008
Type III Diploma in Kinesiology	2010	
M.Sc. in Computer Science	2008	2009
MBA - Business	2008	2009

#### 1.B.1.b.(2)(a) Critical Mass of Core Faculty in Field Of Study

The criterion for a critical mass of “Core Faculty” in new programs has been met. All masters and doctoral programs have at least 4 “Core Faculty” in an approved field of study.

#### 1.B.1.b.(2)(b) Core Faculty – Research Intensity

The eligibility criteria for membership in the Faculty of Graduate Studies ensure that all core faculty are “research-active” and productive. Both categories of core membership (Master’s and Doctoral) require an *“appropriate track record of peer-reviewed research publications or other evidence of peer-reviewed scholarly*

*productivity appropriate to the discipline”.*

*(<http://graduatestudies.lakeheadu.ca/fgs-senate-approved-april-2009-criteria-and-procedures/>)*

#### 1.B.1.b.(2)(c) Teaching Effectiveness of Core Faculty

In the December 2007 meeting of the Faculty of Graduate Studies, it was minuted that the Dean stated that the main mechanism used to measure teaching effectiveness in graduate programs is the Canadian Graduate and Professional Student Satisfaction Survey (CGPSS). In 2007, the CGPSS was conducted by 15 Ontario universities to assess graduate students' views and experiences. The areas covered included: general satisfaction; satisfaction with program; satisfaction with thesis advisor, faculty and staff; satisfaction with teaching, research and learning; preparation for future work / scholarly endeavors; financial status; quality of facilities and quality of student life. Lakehead University participated in this survey with all 550 graduate students enrolled in the 2006/07 fall and winter terms invited to participate in the CGPSS. The response rate was 44% (244 responses), slightly higher than the Ontario average (42%). Data were collected from both masters' and doctoral level students. However, because of small sample sizes, only the responses of master's thesis students can be generalized to that population and compared to students at other institutions. A report with the CGPSS results (including data specific to each Faculty) was mailed to the Deans and Graduate Coordinators in November 2008. The Acting Dean of the Faculty of Graduate Studies along with the Research Analyst/Survey Specialist from the Office of Institutional Analysis & Government Relations presented and discussed the results with each graduate program coordinator and faculty dean. Discussion included examining strategies for addressing areas of concern. Plans for convening a follow up meeting in the spring /summer 2009 were made but not completed. The next CGPSS will take place in the winter of 2009.

#### 1.B.1.b.(2)(d) Demand

Data related to demand was provided to SBC as part of the internal review of all new graduate program proposals. The following is an excerpt from the requirements posted in the Lakehead University **Development of a New Graduate Program** guidelines:

(<http://graduatestudies.lakeheadu.ca/development-of-a-new-graduate-program/>).

*A program will provide evidence of a need for the opportunity. Needs assessment information may be such things as employment trends, survey data, summaries of focus groups, and documented requests from external constituents. A program will provide evidence of access to a critical mass of students at Lakehead University or elsewhere. Projected numbers and*

*characteristics of the students to be served will be provided; estimated numbers of graduates over the next five years will be outlined; evidence that students would actually enroll in the program (if approved) will be useful.*

#### 1.B.1.b.(2)(e) Sustainability

The guidelines posted on the Faculty of Graduate Studies website (<http://graduatestudies.lakeheadu.ca>) pertaining to both the **Periodic Appraisal of an Existing Graduate Program** and the **Development of a New Graduate Program** document the requirements for graduate programs to address sustainability.

*Graduate Planning will be thought of in terms of building and maintaining a predictable infrastructure. A program will provide reasonable assurance of (a) a steady stream of students who are making appropriate academic progress and (b) a sufficient pool of instructional and supervisory faculty. Normally, the resources necessary for the program should be available within existing programs or should be identified within existing budgets and reallocated. If new resources are needed, all new funding required will be identified in a financial planning form.*

The Senate Budget Committee approved each of the new program proposals listed in 1.B.1.b.(1). As discussed in 1.B.2.e, programs scheduled for OCGS periodic appraisal are required to first submit a brief to Senate for referral to the Faculty of Graduate Studies and the Senate Budget Committee. The Senate Budget Committee approved the internal briefs for the M.Sc. Chemistry (October 2008), M.A. /M.Sc. Mathematical Sciences (May 2009), M.A. Economics (June 2009), M.Sc. Biology (Feb 2010), and the M.A. in English (May 2010).

There have been ongoing discussions and consistent monitoring related to *Time to Completion* and *Requests for Extension* for existing programs, a measure that is related to “appropriate academic progress”. Data to support this is presented and analyzed as part of the periodic appraisal process.

#### 1.B.1.b.(2)(f) Interdisciplinary

Every graduate program brief prepared as part of the OCGS review process was required to address interdisciplinarity. All briefs also provided an overview of the work completed by graduate assistants. Currently Lakehead University has four graduate programs with an explicit interdisciplinary focus:

- Collaborative Masters Degree with Specialization in Women's Studies
- Masters Degree with Specialization in Gerontology
- M.E.S – Northern Environments and Cultures
- PhD in Biotechnology

### 1.B.1.c Certificates

Criteria for certificates were defined and approved by SCEDLC during the 07/08 and 08/09 academic years. All proposals for new certificates are now reviewed and approved by SCEDLC and SBC. Certificate proposals that involve new courses, or changes to existing courses, that are part of graduate program degree requirements, are referred first to the Faculty of Graduate Studies for course review. Following course approval by the Faculty of Graduate Studies, the certificate proposal is forwarded to SCEDLC and SBC for review and approval. There is currently only one certificate, the *Nurse Practitioner Certificate* that includes graduate level courses.

The minutes of the May 2007 meeting of the Faculty of Graduate Studies stated that certificates at the graduate level are not relevant to the Council as they are not recognized by the Ontario Council on Graduate Studies. However, Universities may grant certificates in acknowledgement of students' participation in either for-credit or not-for-credit activities at the undergraduate or graduate level.

### 1.B.2.e Internal Review of Graduate Programs Prior to Submission to OCGS

The minutes of the May 2007 meeting of the Faculty of Graduate Studies state that all subsequent OCGS reviews will subject the graduate programs being reviewed first to an internal review. The internal review will require the Core Faculty of the program to prepare for the Faculty of Graduate Studies and the Senate Budget Committee a report based on the criteria posted on the website (<http://graduatestudies.lakeheadu.ca/periodic-review-of-an-existing-graduate-program/>). The result of the internal review will determine if the program will proceed to external OCGS review.

It was moved at the April 2008 meeting that the Faculty of Graduate Studies Council Regulations/Program Committee assume responsibility for the internal review of graduate programs and for making a recommendation to the Faculty of Graduate Studies Council. In addition, it was stated that the internal review process should include consultation with a representative from the submitting academic unit. Both the Senate Budget Committee and the Faculty of Graduate Studies Council shall forward their internal review recommendation to Senate.

At the May 2008 meeting, the Regulations/Programs Committee recommended to the Council that that the periodic appraisals for the following programs be forwarded to OCGS (following approval at Senate):

- M.Sc. Chemistry
- M.A. Economics

- M.A./M.Sc. Mathematical Sciences
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As of Feb 2010 OCGS submission deadline, the Regulations/Programs Committee had completed the review and recommended to the Council that that the periodic appraisals for the following programs be forwarded to OCGS (following approval at Senate):

- M.Sc. Biology
- M.A. in English
- MSW Social Work
- MA/Ph.D. Clinical Psychology
- MSc Experimental Psychology

#### 1.B.2.g VP (Academic) Progress Report

The Vice-President (Academic) & Provost reported to Senate (June 2007) on the tasks associated with the Academic Plan.

#### II.B.1 Learner Outcomes

Learning Outcomes were established for approximately 20% of graduate degree programs (Reported to MTCU (2008) as part of the Multi-Year Agreement reporting requirements). All new graduate programs were required to submit learner outcomes as part of the internal review proposal. (As of September 2010, the new Institutional Quality Assurance Process will require all programs to submit program learner outcomes and to show how these align with the Graduate Program Degree Level Expectations. Over the course of an 8-year cyclic review of existing graduate programs, learner outcomes will be established for all graduate programs at Lakehead University).

#### II.B.2 Requirements for New Programs

All new programs have been required to develop a proposal that addresses all the criteria listed in the Academic Plan.  
(<http://graduatestudies.lakeheadu.ca/development-of-a-new-graduate-program/>)

#### III. A & B Clarifying Lakehead University's Commitment

In the October 2007 meeting of the Faculty of Graduate Studies, the Dean provided an overview of Item III - Clarifying Lakehead University's commitment to "educating students who are recognized for leadership and independent critical thinking and who are aware of social and environmental responsibilities". The

Dean noted that each program needs to outline how they integrate this commitment into the current courses of their program, delegate responsibility for carrying out this commitment to one or more new courses or courses offered elsewhere at Lakehead University, and delegate responsibility for this commitment to participation in Lakehead University's growing activity in Service Learning. The Dean suggested that this written statement, expressing the Faculty's commitment to excellence, be done by the dean of each faculty and then brought to Council for recommendation. Graduate Coordinators were reminded of the item in two subsequent meetings. There is no record in the minutes or in the Office of Graduate Studies to support completion of this item for graduate programs. Requirement to show how program learner outcomes are aligned with the 2010 Strategic Plan Mission (which includes the commitment statements) is currently a requirement for new program proposals and will be required as part of the Lakehead University IQAP for both new graduate program and cyclical graduate program reviews.