

**REPORT OF THE ACADEMIC PLANNING COMMITTEE
TO THE REGULAR January 2021 SENATE**

FOR DISCUSSION

Eighteen-month follow-up from ACAPLAN's recommendations from the Program Review for the following program: **Ph.D. in Material Science**

Below is an excerpt from the Institutional Quality Assessment Process at Laurentian University approved at the Quality Council in June 2011 and revised in 2018 and 2019.

PROCESS FOR FOLLOW-UP

No later than 18 months after Senate submission, those responsible for implementing the changes writes a report to the Dean and to ACAPLAN, on the actions it has taken in response to the review.

**LAURENTIAN QUALITY ASSURANCE IMPLEMENTATION PLAN FOR THE
Ph.D. In Material Science**

This is the table from the original implementation plan:

Recommendation	Proposed Follow-up	Responsibility for Leading Follow-up	Timeline
1. Develop one or more Special Topics courses	Create course and submit to CELP	Program Coordinator	June 2019
2. Implement strategies to maintain low enrolment courses	i. Team Teach core Advanced Material Science (MTRS 6006) ii. Team teach MTRS special topics courses iii. Expand list of eligible elective graduate courses	Program Coordinator with Dean of SEA	June 2019 and ongoing
3. Raise profile of MTRS program, with local industrial community	Create networking event	Program Coordinator with Research Office and possibly Alumni Office	June 2020
4. Advertise connection between SNOLAB and program ¹	Improve website	Program Coordinator with IT unit	December 2019
5. Review format of	Clarify procedure to	Program Coordinator	June 2019

¹ The Program, working with Marketing, has already created posters and brochures. This was an idea the program itself put forward in its response to the recommendation

comprehensive exam	allow fair participation from students with diverse backgrounds		
6.Ensure supervisory committees submit a formal report on each student by a specified date each year	Students required to trigger formal meeting with supervisor	Dean, Faculty of Graduate Studies	September 2019
7.Enhance cohesion among faculty and students	Have fall orientation BBQ and New Year's get-together funded by Dean of SEA	Program Coordinator with Dean	September 2019 and ongoing
8.Establish an operating budget for program	Prepare draft budget	Program Coordinator with Dean of SEA and of FGS	June 2019
9. Support electronics technician and prepare for retirement	Hire extra technician or at least replace existing technician upon his retirement	Dean of SEA	June 2019
10. Track student outcomes including times of completion and post-graduate employment	Create voluntary exit forms for each student to complete upon graduation	Program Coordinator	June 2019

In the following each line will be listed with the current status and plans for completion.

- 1.) Develop one or more Special Topics courses.

There is no immediate need for a special topics course. The preparations are ongoing and expect to be completed by June 2021.

- 2.) Implement strategies to maintain low enrolment courses.

The courses will be team-taught when they come up – the next rotation is expected for the 2021/2022 academic year. The list of eligible elective courses has been expanded and as more opportunities arise will continue to be updated accordingly.

- 3.) Raise profile of MTRS program, with local industrial community.

Initiatives for networking events are postponed to 2021 – in person events were/are not possible in 2020 due to COVID-19.

- 4.) Advertise connection between SNOLAB and program.

Shawn Sabourin (administrative assistant) has been trained on the software recently for the webpage, new and additional content has been discussed and will be implemented in the near future.

- 5.) Review format of comprehensive exam.

This work has been mostly completed and tested during the summer with the exams that were scheduled then. Outstanding is to send the updated document around and to make sure that there are no objections. The goal is to complete this process by the end of 2020.

- 6.) Ensure supervisory committees submit a formal report on each student by a specified date each year.

Both graduate studies and the program coordinator remind supervisors to ensure that these processes are completed in a timely fashion – this will continue – therefore this point is considered complete.

- 7.) Enhance cohesion among faculty and students.

This program has been included into the Dean's budget. For 2020 – due to COVID-19 in person event could not be held – they will have to wait until a later time. In the meanwhile, the program coordinator has reached out to all students in the program individually – once in every quarter to ensure that they are coping with the situation and continue to make progress in the program. In addition, the students and faculty members have been offered opportunities to meet virtually.

- 8.) Establish an operating budget for program.

This process is ongoing – since 2020 is very unusual – the operating budget was minimal and 2021 will show much better what will be needed on an ongoing basis.

- 9.) Support electronics technician and prepare for retirement.

A second technologist with electronics experience is available to the faculty – therefore completing this process. Through the hires of the McDonald Institute – there is also an additional technologist with electronics experience available to the students working on SNOLAB related projects.

- 10.) Track student outcomes including times of completion and post-graduate employment.

A spreadsheet has been created summarizing this information as it is available. An exit form has been created for upcoming finishing students, therefore this point has been completed.