

Program Progress Report

Institutional Quality Assurance Program (IQAP) Review

Occupational Therapy M.Sc. program (2022-23 IQAP)

Date of Site Visit:

May1/2, 2023

Progress Report Prepared by:

Jackie Bosch

Assistant Dean, Occupational Therapy Program

**Please outline below how recommendations from the initial program review have been addressed.
[Please fill in one table for each recommendation from the original Final Assessment Report]**

<p>Recommendation:</p> <p>1. Monitor the sustainability of the human resources delivering the Program as to avoid stress and burnout</p>
<p>Responsibility for Implementation:</p> <p>Faculty:</p> <p>SRS Vice Dean</p> <p>OT Program Assistant Dean</p> <p>Staff:</p> <p>SRS Director of Administration</p>
<p>Anticipated Timeline for Completion:</p> <p>April 15, 2024</p>
<p>Additional Notes/Commentary:</p>
<p>Progress (check one)</p> <p><input checked="" type="checkbox"/> Completed</p> <p><input type="checkbox"/> In Progress</p> <p><input type="checkbox"/> Other (please explain)</p>
<p>Department's Comments:</p> <p>First, the OT faculty reviewed workload requirements and presented revised teaching percentage allocations per course to the OT Curriculum Committee, where the suggested changes were approved. These changes have been subsequently implemented.</p> <p>The OT Instructional Assistant has taken an important role completing more administrative aspects of teaching commitments, alleviating faculty of approximately 45% administrative teaching burden.</p>

Dean's Comments:

If the pilot of the IA role is judged to have been a success, the ability to continue the IA role is a matter for the School to resolve with respect to the current budget restraints.

QAC Comments (to be filled in by Quality Assurance Committee):

QAC reviewed this report and had no further comments or concerns

Recommendation: 2. Consider succession planning to ensure the continuity of this high-quality Program

Responsibility for Implementation:

SRS Vice Dean

OT Program Assistant Dean

Anticipated Timeline for Completion:

March 2024 Annual Reviews

Additional Notes/Commentary:

Progress (check one)

☒ Completed

☐ In Progress

☐ Other (please explain)

Department's Comments:

Interviews for the Assistant Dean position (to start July 2025) began in October 2024. A successful internal candidate was chosen who has program leadership experience and detailed knowledge of the program. The incoming Assistant is being informed of Program decisions and is preparing for his new role.

Dean's Comments:

Dr. Bosch's leadership for the MSc(OT) Program has been exceptional. We are thankful for her efforts in leading the Program over the past five years. We also recognize the systems and processes that Dr. Bosch has put into place to support the transition to a new Assistant Dean (Occupational Therapy) who will start July 1, 2025.

QAC Comments (to be filled in by Quality Assurance Committee):

See above

<p>Recommendation:</p> <p>3. Important to undertake program evaluation and ensure the outcomes are being achieved with the new curriculum mapping and Program Learning Model</p>
<p>Responsibility for Implementation:</p> <p>Curriculum Chair Program Quality Improvement Chair Assistant Dean, OT Program</p>
<p>Anticipated Timeline for Completion:</p> <p>January 1, 2024</p>
<p>Additional Notes/Commentary:</p>
<p>Progress (check one)</p> <p><input checked="" type="checkbox"/> Completed</p> <p><input type="checkbox"/> In Progress</p> <p><input type="checkbox"/> Other (please explain)</p>
<p>Department's Comments:</p> <p>Curriculum mapping was reviewed in detail at the April 2024 OT Curriculum Committee retreat. At that time continuation with the current approach was approved. Concerns remain over time requirements for mapping, however these are lessening as people are becoming more familiar with the software and recognizing the value in curriculum review and planning.</p> <p>We will continue to review the process to ensure it is both efficient and effective, recognizing that ongoing curriculum mapping is now a standard approach, and any changes to process would need to ensure the ongoing approach to mapping and review is maintained.</p>
<p>Dean's Comments:</p> <p>The Assistant Dean (OT) should continue to monitor this process and provide feedback regarding the concerns of faculty and associated workloads.</p>
<p>QAC Comments (to be filled in by Quality Assurance Committee):</p> <p>See above</p>

<p>Recommendation:</p> <p>4a. Important to ensure an increased diversity in the OT evaluators in the process</p>
<p>Responsibility for Implementation: Admissions Committee Chair</p>

Anticipated Timeline for Completion: November 15, 2024 (review of diversity numbers and plan to address if required)
Additional Notes/Commentary:
Progress (check one) <input checked="" type="checkbox"/> Completed <input type="checkbox"/> In Progress <input type="checkbox"/> Other (please explain)
Department's Comments: We are tracking the number of applicants to the FBAP and FIAP programs (data provided in the Admissions Committee Annual report). These numbers continue to increase and this year the Admissions Committee are working to create an annual plan for improving distribution of program information to equity deserving groups.
Dean's Comments: The clinical training programs in the SRS, including MSc (OT) have implemented Indigenous and Black equity admissions streams. We agree that it is important to monitor the intake of new students through these pathways and to evaluate ways to support the success of these learners in the program. Additionally, the School Graduate Studies (SGS) is implementing a University wide diversity survey for graduate learners, to have an improved understanding of representation in graduate programs throughout McMaster. We note that the reviewer's recommendation calls for greater diversity of evaluators as part of this process. We encourage the program to consider diversity in the selection of evaluators whenever it possible.
QAC Comments (to be filled in by Quality Assurance Committee): See above

Recommendation: 4b. A part-time program should be considered
Responsibility for Implementation: SRS Vice Dean OT Program Assistant Dean STEER/R Coordinator
Anticipated Timeline for Completion: Jun 1, 2024
Additional Notes/Commentary:

<p>Progress (check one)</p> <p>X. Completed</p> <p><input type="checkbox"/> In Progress</p> <p><input type="checkbox"/> Other (please explain)</p>
<p>Department's Comments:</p> <p>We have reviewed the options for a part-time program and at present we cannot develop a curriculum that will reduce the length of time for a student to take the program (i.e., a part-time program would take four years instead of 2) and concerns remain of the continuity and integration of learning within a term and across courses. Our curriculum is designed to be integrated and we are concerned that removal of any part of the curriculum in a term will adversely affect a student's learning. We will continue to consider ways this can be achieved.</p>
<p>Dean's Comments:</p> <p>We are confident that the program has been considering the feasibility of this suggestion. The curricular considerations will need to be balanced with the financial implications and human resource needs for this possible initiative.</p>
<p>QAC Comments (to be filled in by Quality Assurance Committee):</p> <p>See above</p>