

Ottawa-Carleton Institute for Civil Engineering
Update on Unit Response to External Reviewers' Report & Action Plan
Programs Being Reviewed: Joint Graduate Programs in Civil Engineering
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Approved by Dean: Larry Kostiuk March 3, 2023

Note: This document is made available for public posting on the Vice- Provost's website.

***** Denotes items that SQAPC would like the unit to pay particular attention to based on their past review of the original action item.**

External Reviewer Recommendation	Original Action Item	Owner & Timeline	Progress Update January 2023	Have calendar changes been initiated or completed (Not applicable/Yes/No), if Yes, when
1. The outstanding issues with the course based M.Eng program option require resolution. (Weakness)	<i>Institute has undertaken a review of the M.Eng. program and will propose solutions to the identified issues</i>	<i>Institute Director and the Department chairs at Carleton & Ottawa U.</i> <i>Fall 2023</i>	The review of the MEng program is underway but not complete. We have decided to delay the completion of the review pending details about the structure of the new Master of Engineering in Engineering Practice (MEng-EP) program currently being implemented at Carleton. The timeline for completion of this review will be extended to Winter 2024.	<i>No</i>
2. Internal coordination and communication processes need improvement. (Weakness)	<i>The Institute will endeavor to improve communications. The hiring of a new admin person to support the joint Institutes (by FED Dean's office) will facilitate THIS</i> <i>Both departments offer a "Graduate Student Orientation" session each year, where guidance is provided to students for on-boarding and progress through the program.</i>	<i>Institute Director, the Department chairs & the Board of management</i> <i>Winter 2023</i> <i>(Admin person expected to be hired next year).</i>	A full-time administrator to support joint institutes has been hired by Carleton Faculty of Engineering and Design (Sarah Farncombe - Administrative Assistant to the Joint Institutes of Engineering). This year, a separate graduate student orientation for OCICE students only was held in both departments, so Civil Engineering students got an orientation specific to their program only. Improvements to the joint institute website are currently underway, being led by Sarah Farncombe.	<i>Not Applicable</i>

	<i>Improvements of the website will be undertaken and the information presented at orientation will be shared on the website for ongoing access.</i>			
3. There is a need for a consistent approach to ensure the preparedness for students in the MAsc. program. (Weakness)	<i>There is no formal research proposal at the Master's level and the supervisors provide guidance on it. We intend to leave it that way. But, a new course on research methods aimed at thesis students will be introduced to facilitate better preparedness of the students, and assist the individual professors.</i>	<i>Institute Director, the Department chairs & the Board of management Fall 2022</i>	A new course in Research Methods for MAsc and PhD students is now being offered at the University of Ottawa with some capacity for Carleton students as well. Implementation of a similar course at Carleton students has been delayed and may be introduced if resources become available; however, this planning has been delayed pending details about the structure of the new Master of Engineering in Engineering Practice (MEng-EP) program currently being implemented at Carleton.	<i>Yes – Research Methods course for MAsc students at University of Ottawa</i>
4. The level of experiential learning outcomes for the M.Eng programs should be clarified. (Weakness)	<i>Will be considered during the review of the M.Eng. program</i>	<i>Institute Director, the Department chairs & the Board of management Fall 2023</i>	The review of the MEng program is underway but not complete. The Faculty of Engineering at the University of Ottawa has recently instituted mandatory courses for M.Eng students in Professional Development and Management / Entrepreneurship. At Carleton, changes are currently in progress with the implementation of the new Master of Engineering in Engineering Practice (MEng-EP) program. This may affect the options available for experiential learning for the MEng-Civil program. Therefore, we have decided to delay the completion of the review pending details about the structure of the new MEng-EP program. The timeline for completion of this review will be extended to Winter 2024.	<i>Yes – Professional Development and Management / Entrepreneurship courses for MEng students at University of Ottawa</i>
5. The strengths and capabilities of the joint institute should be better communicated to the external audiences (including peers, research partners, and potential candidates)(Concern)	<i>FED @ Carleton is in the process of hiring a dedicated person to assist the Institutes, and this position will facilitate improved communications via updates, posts on web pages. Possible engagement via</i>	<i>Institute Director, the Department chairs, Faculty members & the Dean.</i>	A full-time administrator to support joint institutes has been hired by Carleton Faculty of Engineering and Design. (Sarah Farncombe - Administrative Assistant to the Joint Institutes of Engineering). She is currently working on updating the institute	<i>Not Applicable</i>

	<p><i>social media platforms will also be considered</i></p>	<p><i>Fall 2022</i></p>	<p>website to better communicate our strengths to external audiences.</p> <p>In addition, at Carleton the department has hired a full time Administrative & Digital Content Assistant to improve our external communication for all of our programs, including the institutes.</p> <p>At the University of Ottawa, the graduate office has been providing assistance with external engagement.</p>	
<p>6. The goals and objectives of the programs with respect to EDI should be explicitly defined. (Concern)</p>	<p><i>The Institute has fully adopted the EDI goals and the objectives of the two Universities, and will work with the Faculty of Engineering at both Institutions to implement any Engineering Faculty specific goals. We will post links to the policies on the Institute web page at the next update cycle.</i></p> <p><i>We do not see a need to develop institute specific EDI within FED. (EDI issues in engineering are anticipated to be somewhat different than those at other faculties, but we believe a common set of principles within engineering would be sufficient)</i></p> <p><i>We have taken action to address some EDI challenges already (e.g., There has been a significant increase in female faculty members in recent years at both departments).</i></p> <p><i>Additional initiatives if resources permit:</i></p>	<p><i>The Department chairs, the Institute Director, & the Dean</i></p> <p><i>Fall 2022</i></p>	<p>Website updates are currently underway with the Administrative Assistant to the Joint Institutes of Engineering, Sarah Farncombe.</p> <p>In the last 4 years, 5 new female faculty members have been hired at Carleton and 2 new female faculty members have been hired at the University of Ottawa.</p> <p>The Faculty of Engineering and Design at Carleton has formed an EDI Council with a mandate to make recommendations for improvements to teaching and administration in the faculty. This council is currently active in developing action plans for the faculty.</p> <p>In addition, graduate students at both Universities now have access to the new IET Momentum Fellowship. The IBET Momentum Fellowship is intended to support Indigenous peoples (First Nations, Inuit and Métis) and Black researchers. IET Momentum Fellows receive \$25,000 per year for four years while they pursue doctoral studies and specialized research in engineering.</p>	<p><i>Not Applicable</i></p>

	<p><i>The CPR report included some statistics related to EDI, but additional resources will permit more detailed tracking.</i></p> <p><i>There is an initiative to appoint an Associate Dean to handle EDI issues at Carleton FED which would enhance the ability of the joint institutes to address EDI issues more effectively.</i></p>			
<p>7. Support should be provided for a student organization/society as a joint institute activity. (Opportunity)</p>	<p><i>We have strong CSCE and ACI chapters at each University, but do not have a joint organization. However, many events are conducted across the departments on a regular basis. We will promote the merits of joint student organization at the graduate level among the student groups, and will assign a faculty mentor to support the initiative from both departments.</i></p>	<p><i>Institute Director, the Department chairs & Faculty members.</i></p> <p><i>Winter 2023</i></p>	<p>The Board of Management will propose at the next AGM to amend the membership of the Board of Management to include a student non-voting member from each university to provide a mechanism to support the development of a joint student organization and to provide feedback on the business of the institute.</p>	<p><i>Not applicable</i></p>
<p>8. A mechanism for the inclusion of external program partners in strategic planning and program improvement should be considered. (Opportunity)</p>	<p><i>Both departments have many adjunct professors who can contribute in this capacity. They are currently admitted to Institute as Associate Members and engage in research, but do not directly contribute to program planning and management, except that they have a voice at the AGM but participation rates have been low. We will strongly encourage the participation of all associate members at the meetings.</i></p> <p><i>Further, the by-laws of the Institute will be amended to include one associate member from each department into the board of management to better engage these external program partners.</i></p>	<p><i>Institute Director, the Department chairs & the Board of management</i></p> <p><i>Winter 2022</i></p>	<p>The associate members of the institute will be invited and encouraged to attend the annual general meeting as proposed. Before the annual general meeting, the director and associate director of the institute will personally reach out to key external program partners to request their attendance.</p>	<p><i>Not applicable</i></p>

<p>9. A mechanism for identifying interdisciplinary research and programs should be considered. (Opportunity)</p>	<p><i>Interdisciplinary programs are generally easier within each University, and it is difficult to engage in interdisciplinary collaboration across the Universities.</i></p> <p><i>The Institute has taken initiatives to foster interdisciplinary research with the context/limitations of its current programs (e.g., Collaborative specialization in climate change at Carleton, Sustainability and Resiliency at uOttawa). Broader expansion beyond such efforts is difficult within the current framework.</i></p> <p><i>Greater collaboration and willingness at the upper levels at each institution would be required to solve this issue.</i></p>	<p><i>Institute Director, the Department chairs, Deans & Higher Management.</i></p> <p><i>(No dates were mentioned)</i></p>	<p>Institute members from both universities continue to look for interdisciplinary collaboration opportunities.</p>	<p><i>Not applicable</i></p>
<p>10. Formal processes for the mentorship of junior faculty and HQP should be considered. (Opportunity)</p>	<p><i>There are processes at both departments for mentorship of junior faculty and HQP.</i></p> <p><i>Mentorship of junior faculty is addressed through formal meetings with the respective Department Chair and Faculty Dean in each university, the assistance of research facilitators at each university, and identified research mentors.</i></p> <p><i>Mentorship of HQP is generally provided by individual professors. All admitted students are assigned a research supervisor (or academic advisor, in the case of coursework M.Eng. students) at the time of admission to the Institute.</i></p> <p><i>The current mentorship process is informal. Formal mentorship arrangements and</i></p>	<p><i>Director, Department chairs & Deans</i></p> <p><i>(No dates were mentioned)</i></p>	<p>Discussions are on-going regarding further improvement of mentorship for junior faculty and HQP.</p> <p>There have not been any resources available to establish a new scholarship.</p>	<p><i>Not applicable</i></p>

additional initiatives will be considered if extra resources become available.

Co-supervision across the departments is encouraged, and the possibility of establishing a scholarship to support HQP in joint-supervision will be explored in discussions with the Dean & the FGPA/FGPS.