

Applied Disability Studies

Graduate Review

Year 2 (2019) - FAR Implementation Report

(reviewed 2016/17)

Recommendation #1

Review degree and department title to more closely address the focus of the program (ABA) (particularly diploma).

ARC Disposition of the Recommendation

ARC considers the recommendation to be accepted and under consideration by the Department (please note that the Centre became the Department of Applied Disability Studies as of July 1, 2017).

Implementation Plan (1st Priority)

Responsible for approving:	Department
Responsible for resources:	Department
Responsible for implementation:	Department
Timeline:	Dean of Social Sciences to report by the end of academic year 2017/2018

Actions	Responsibility	Year One	Year Two	Year Three
On Target (T), On Hold (H), Delayed (D), Complete (C)				
Action #1 Name Change for Department	Chair/ Faculty/ Staff	T	D	
Action #2 Degree and Diploma Name Changes	Chair/ Faculty/ Staff	T	D	

Comments 2018:

Action #1 We voted on the name change at our June retreat in 2017 and will be submitting a proposal to change the name of our Department (Spring of 2018).

Action #2 We have had preliminary discussions on corresponding name changes for our Degrees and Diploma to better match the foci of study and new department name (March 2018). We will submit these changes with the request for Department Name Change (Spring 2018).

Comments 2019:

Action #1 We voted on the name change at our June retreat in 2017. With three new faculty coming on board in 2018 and two more in 2019, we decided to defer the name change to allow all faculty to participate. The FOSS dean agreed with our delay. We plan to re-open discussion at the June 2019 retreat.

Action #2 We have had preliminary discussions on corresponding name changes for our Degrees and Diploma to better match the foci of study and new department name (March 2018). This action is delayed pending the renaming of the dept. and degree name changes will be discussed at the June 2019 retreat.

Recommendation #2

Review the no-ABA programs to determine breadth of program.

ARC Disposition of the Recommendation

ARC considers the recommendation to review the no-ABA programs to be accepted and under consideration by the Department.

Implementation Plan (1st Priority)

Responsible for approving:	Department
Responsible for resources:	Department
Responsible for implementation:	Department
Timeline:	Dean of Social Sciences to report by the end of academic year 2017/2018

Actions On Target (T), On Hold (H), Delayed (D), Complete (C)	Responsibility	Year One	Year Two	Year Three
Action #1 Differentiate Degree in Course Calendar.	Chair/ GPD	C		
Action #2 Promote ADS program directly	All	T	C	
Action #3 Develop ADS Program Committee	GPD + Faculty	H	C	

Comments 2018:

Action #1 In order to better differentiate the degree, we have changed the descriptions in the course calendar for 2018-2019 and our marketing materials to refer to the “No-ABA” program as MADS and MA with a focus on Applied Disability Studies.

Action #2 Look for new ways to promote this program in order to increase enrollment.

- a) This year we hosted 2 pre-application webinars to promote and differentiate our ADS and ABA programs for applicants (Nov-Dec 2017)
- b) Faculty and Staff promoted our ADS program at the Health and Wellbeing in

Developmental Disabilities Conference in Toronto

c) Further promotions will be discussed at our retreat in June 2018.

Action #3 When we have more faculty resources on board, we will develop an ADS program committee.

Comments 2019:

Action #1 completed in 2018

Action #2 Look for new ways to promote this program in order to increase enrollment.

a) In 2018, we again hosted 2 pre-application webinars to promote and differentiate our ADS and ABA programs for applicants (Nov-Dec 2018)

b) Faculty and Staff promoted our ADS program at various Developmental Disabilities conferences

c) Further promotions will be discussed at our retreat in June 2019.

Action #3 An ADS committee has been struck. Two members of the committee have prepared a proposal to revamp the program with a goal of increasing enrollment and offering ADS MA and MADS students more options. We plan to present this proposal at the June 2019 department retreat.

Recommendation #3

Increase offerings in the no-ABA programs.

ARC Disposition of the Recommendation

ARC considers the recommendation to be accepted and under consideration by the Department.

Implementation Plan (1st Priority)

Responsible for approving:	Department
Responsible for resources:	Department
Responsible for implementation:	Department
Timeline:	Dean of Social Sciences to report by the end of academic year 2017/2018

Actions On Target (T), On Hold (H), Delayed (D), Complete (C)	Responsibility	Year One	Year Two	Year Three
Action #1 Explore offerings outside of ADS	Chair/GPD & Academic Administrator	T	C	
Action #2 Approach other departments	Chair/GPD & Faculty	T	D	

<p>Action #3 Create ADS Special Interest Group on Campus</p>	<p>ADS Program Committee</p>	<p>D</p>	<p>D</p>	
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Comments 2018:

Action #1 Explore offerings in course calendars from other Departments and Faculties that can potentially be co-listed to expand offerings cost-effectively (March-April 2018).

Action #2 Approach other departments within and outside of FOSS to discuss Action #1 and determine viable opportunities (May-September, 2018) and make any necessary changes to the Calendar in time for APC submission in Fall of 2018.

Action #3 Create and advertise an Applied Disability Studies working/interest group on campus and create a specific speaker series.

Comments 2019:

Action #1 We explored course offerings in course calendars from other Departments and Faculties that can potentially be co-listed to expand offerings cost-effectively (March-April 2018). We have not been able to complete an exhaustive review. However, we did identify that an AHS qualitative research course, usually taught by one of our cross-appointed faculty would be suitable for our ADS students. We will continue to explore other departments' offerings. However, as mentioned above (Recommend 2, Action #3), we may propose to increase our own course offerings for the ADS MA and MADs programs.

Action #2 Approach other departments within and outside of FOSS to discuss Action #1 and determine viable opportunities. As we continue our exploration of relevant courses to cross-list, we will approach other departments.

Action #3 Create and advertise an Applied Disability Studies working/interest group on campus and create a specific speaker series. We have not been able to address this Action yet. We plan to wait until we revamp this program.

Recommendation #4

Examine strategies related to increasing sense of community in off-campus cohorts.

ARC Disposition of the Recommendation

ARC considers the recommendation to be accepted and under consideration by the Department.

Implementation Plan (1st Priority)

Responsible for approving:	Department
Responsible for resources:	Department
Responsible for implementation:	Department
Timeline:	Dean of Social Sciences to report by the end of academic year 2017/2018

Actions On Target (T), On Hold (H), Delayed (D), Complete (C)	Responsibility	Year One	Year Two	Year Three
Action #1 Survey students	Chair/GPD Faculty	T	C	
Action #2 Examine feasibility of expanded offerings	ALL	T	T	
Action #3 Trial 1 expanded offering	Chair/GPD Faculty	T	C	

Comments 2018:

Action #1 Create and implement a student survey to assess the interest in meetings/gatherings to create a sense of community in both on and off campus students.

Action #2 Examine the feasibility of expanding activities to offer workshops and webinars at other times of the year to all students based on the outcome of the Student Survey.

Action #3 We offered a January 2018 Proseminar Presentation (typically attended by MA students) as a live webinar for any interested students in the program.

Comments 2019:

Action #1 We created and implemented a student survey to assess the interest in meetings/gatherings to create a sense of community in both on and off campus students. We will repeat this survey each year with new cohorts.

Action #2 Examine the feasibility of expanding activities to offer workshops and webinars at other times of the year to all students based on the outcome of the Student Survey. In 2018-19, we ran several webinars by an expert in our field about supervision for both students and practicum supervisors. The expert will run an in person workshop in June 2019. We have scheduled a colloquium with an invited speaker for April 2019. We are arranging a panel of professionals to discuss career options for our students when they graduate for spring 2019.

Action #3 Faculty members who are not behaviour analysts presented at our proseminar in 2019.

Recommendation #5

Examine strategies related to supporting sessional instructors.

ARC Disposition of the Recommendation

ARC considers the recommendation to examine strategies to support sessional instructors to be accepted while acknowledging that the provision of resources for additional faculty or staff lies outside the purview of the Committee.

Implementation Plan (1st Priority)

Responsible for approving: _____ Department

Responsible for resources:	Department
Responsible for implementation:	Department
Timeline:	Dean of Social Sciences to report by the end of academic year 2017/2018

Actions On Target (T), On Hold (H), Delayed (D), Complete (C)	Responsibility	Year One	Year Two	Year Three
Action #1 General Orientation and Training for PT Faculty	Chair/GPD	T	T	
Action #2 Course specific Orientation	ABA Faculty	C		
Action #3 Assess impact	Chair/GPD Faculty Staff	T	T	

Comments 2018:

Action #1 To minimize load on faculty supporting PT instructors, Chair/GPD provided an initial orientation webinar to support all PT instructors related to University and departmental processes, resources for students, academic integrity, Sakai, etc... Stressed the distinction between what should come to Chair/GPD, BACB VCS (Behaviour Analysis Certification Board Verified Course Sequence) Coordinator, Clinical Co-ordinator, Admin staff, versus requests for faculty champions. Chair/GPD also held Monthly Webinars with new instructors and interested returning instructors in Fall 2017 and individual support as needed in Winter term.

Action #2 For each ABA VCS course, faculty had an initial meeting with PT instructors in Sept 2017 & Jan 2018, reviewed syllabi, and determined supports needed with respect to curriculum delivery.

Action #3 Check in with faculty and staff at May 2018 Department meeting with respect to workload surrounding curricular support to PT Instructors this year.

Comments 2019:

Action #1 As we hired only PT instructors in 2018-19 who have already taught for us and had a previous orientation, the Chair/GPD did not provide a formal orientation. However he was available by email and phone to answer any questions before, during and after the courses.

Action #2 completed in 2018

Action #3 Check in with faculty and staff at May 2019 Department meeting with respect to workload surrounding curricular support to PT Instructors this year. The Chair/GPD will also contact the PT instructors for feedback on the support they received.

Recommendation #6

Advocate for continuing increases in resources to support the program.

ARC Disposition of the Recommendation

ARC considers the recommendation to advocate for resources to be accepted while acknowledging that the provision of resources lies outside the purview of the Committee.

Implementation Plan (1st Priority)

Responsible for approving: Department
 Responsible for resources: Department
 Responsible for implementation: Department
 Timeline: Dean of Social Sciences to report by the end of academic year 2017/2018

Actions On Target (T), On Hold (H), Delayed (D), Complete (C)	Responsibility	Year One	Year Two	Year Three
Action #1 Clinic Development	Chair/GPD Faculty Staff	T	T	
Action #2 Advocate for Space	Chair/GPD Faculty Staff	T	T	

Comments 2018:

Action #1 The development of an on-campus clinic is underway. Continue to advocate for faculty, space and staff as well as support for student training, community service and research for the clinic.

Action #2 Continue to advocate for relocation of CADS offices, labs, the future PhD program and an expanded clinic to the proposed new building on campus that would house health-related programs.

Comments 2019:

Action #1 The clinic is underway in the BRIC building down the road from the main campus. Student training and faculty/student research is underway. We have had ongoing discussions with FAHS regarding sharing of space and ADS secured more space. A clinic committee has been struck.

Action #2 Ongoing meetings with Facilities Management and dean for renovations of existing space and plan for continued growth (i.e., new doctoral programs) either in existing campus space or in a proposed new building.

Recommendation #7

Examine carefully the future plans for the Centre in terms of a balance of senior and junior faculty.

ARC Disposition of the Recommendation

ARC considers the recommendation to plan for future faculty renewal to be accepted while acknowledging that the provision of faculty resources lies outside the purview of the Committee.

Implementation Plan (2nd Priority)

Responsible for approving: Department
 Responsible for resources: Department
 Responsible for implementation: Department
 Timeline: Dean of Social Sciences to report by the end of academic year 2018/2019

Actions On Target (T), On Hold (H), Delayed (D), Complete (C)	Responsibility	Year One	Year Two	Year Three
Action #1 Request New Faculty	Chair/GPD	T	T	
Action #2 Request Additional Space	Chair/GPD	T	T	
Action #3 Advocate for additional faculty	Chair/GPD	T	T	

Comments 2018:

Action #1 - Requests for 1 new Tenure Stream faculty and 1 new LTA for 2018-2019 were submitted in October 2017, and were approved in December 2017. Postings close in March 2018. Expected Start Date July 1, 2018.

Action #2 - Discussion with Dean with respect to securing space to house new faculty offices and labs for July 1, 2018 (March-May, 2018).

Action #3 - Continue to advocate for a new mid- career faculty member to have a better balance of senior and junior faculty to meet the current needs and growing demand for our graduate programs.

Comments 2019:

Action #1 - Requests for 2 new positions for 2019-20 were submitted in October 2018. Approval for one TS and one one-year ILTA in February 2019. Interviews scheduled for April 2019. Expected Start Date July 1, 2019.

Action #2 - Ongoing meetings with Facilities Management and dean for renovations of existing space and plan for continued growth (i.e., new doctoral programs) either in existing campus space or in a proposed new building.

Action #3 - Now have one full and two associate tenured professors. An assistant professor is currently going through T&P. Another assistant professor is likely to apply for T&P next year. Therefore, the program has evolved into a better balance of senior, mid-level and junior faculty. Continue to advocate for a new mid-career faculty member to have a better balance of senior and junior faculty to meet the current needs and growing demand for our graduate programs. Mounting a MA/PhD. Program in Clinical Psychology would require one senior and one mid-level faculty positions.

Recommendation #8

Support junior faculty as they move towards tenure.

ARC Disposition of the Recommendation

ARC considers the recommendation to reflect current practice within the Department. The Committee acknowledges that workload issues which might impact tenure and promotion are regulated under the Collective Agreement.

Implementation Plan

No further action required.

Recommendation #9

Solicit community/practitioner input on the program.

ARC Disposition of the Recommendation

ARC considers the recommendation to be accepted and in the process of implementation.

Implementation Plan (2nd Priority)

Responsible for approving: Department
 Responsible for resources: Department
 Responsible for implementation: Department
 Timeline: Dean of Social Sciences to report by the end of academic year 2018/2019

Actions On Target (T), On Hold (H), Delayed (D), Complete (C)	Responsibility	Year One	Year Two	Year Three
Action #1 Survey Practicum Supervisors	Chair/GPD Faculty Staff	T	C	
Action #2 Plan for Community Partner feedback	Chair/GPD	T	T	

	Faculty Staff			
Action #3 Stakeholder Meeting	Chair/GPD Faculty Staff	T	T	

Comments 2018:

Action #1 We are in the process of designing a survey to solicit feedback from community clinicians who supervise our practicum students (Feb-March 2018) to be ready to launch mid April 2018 towards the end of the practicum placements for 2017/18.

Action #2- We will decide on the appropriate avenue for community stakeholder feedback for the program and for the ADS clinic at our departmental retreat in June 2018.

Action #3-We have budgeted for a community stakeholder meeting in the ADS 2018-2019 Budget to discuss gaps in supports and services that can be addressed through our clinic & to discuss areas of training that would assist in building infrastructure in the community.

Comments 2019:

Action #1 We sent out a survey to supervisors and students. The results were used to guide changes to practicum course requirements (e.g., number of practicum tasks, flexibility in tasks), as well as to guide professional development for supervisors (i.e., 2 part webinar series with supervision expert plus an in-person full day supervisor training in June 2019). We also increased practicum preparation for students through a 2-part webinar series with the same expert).

Action #2- We have designated a list of stakeholders (agencies and individuals) who we would like to invite to serve as our advisors to help us in strategic planning, career opportunities for our students and our involvement in the community.

Action #3- We are planning an advisory committee meeting in April 2019. Advisors can attend in person or by video conferencing.

Recommendation #10

Review external communication for prospective students.

ARC Disposition of the Recommendation

ARC considers the recommendation to be accepted and in the process of implementation.

Implementation Plan (1st Priority)

Responsible for approving:	Department
Responsible for resources:	Department
Responsible for implementation:	Department
Timeline:	Dean of Social Sciences to report by the end of academic year 2017/2018

Actions On Target (T), On Hold (H), Delayed (D), Complete (C)	Responsibility	Year One	Year Two	Year Three
Action #1 Set up a more formal system for tracking prospective student inquiries	Chair/GPD Staff Faculty	T	C	
Action #2 Porting of the website to the new platform	Admin Assistant	C	C	
Action #3 Review website and provide suggested revisions	Chair/GPD Staff Faculty	T	T	
Action #4 Increase communications with MA students about TA applications.	Chair/GPD Academic Administrator	T	T	
Action #5 Discuss the TA situation with Sr. Admin	Chair/GPD Academic Administrator	T	T	

Comments 2018

Action #1 We set up a more formal system for tracking prospective student inquiries in Sept 2017 and these are being actively inputted on an ongoing basis. Chair/GPD, faculty, admin, and grad studies have been asked to copy Dept email ads@brocku.ca on initial response to inquiries by prospective students to ADS so that these can be tracked, and a bank of responses to FAQs is being generated. We will complete a more formal review of 2018-2019 inquiries for trends and identify areas in need of improvement when the admission cycle is complete. (May-August, 2018).

Action #2 Porting of the website to the new platform was done by admin assistant in conjunction with a Communications Officer in the Faculty of Social Sciences according to a University-wide Marketing plan. Completed in Dec 2017.

Action #3 Faculty and Staff have been asked (Jan 2018-June 2018) to actively review website and provide suggested revisions. Two Graduate Student Assistants have also been asked to complete a review from the student perspective. Preliminary updating of FAQs and content to reflect our status as a department, program descriptions (per Recommendation #2) etc are being updated presently.

Action #4 Specific communications are being drafted with respect to applying for TAships within and outside of ADS for incoming MA students for 2018-19 students and for continuing students to encourage them to apply widely for courses that they might be qualified for within and outside of ADS offerings (March 2018). ADS has no control over other departments TA allocations though funded graduate students should have first priority, they often don't get positions that they are qualified for in other departments. Some funds to support

graduate assistantships for a few students who don't get TAs is included in the ADS budget, though TAs are preferred for well-rounded graduate training.

Action #5 Discuss the TA situation with Sr. Admin., the Dean of FOSS, FOSS Associate Dean of Graduate Studies, and Dean of FGS to determine if there is anything that we can be doing to support our funded students in getting TAs (Spring 2018).

Comments 2019

Action #1 We set up a more formal system for tracking prospective student inquiries in Sep. 2017 and these are being actively inputted on an ongoing basis. Chair/GPD, faculty, admin, and grad studies have been asked to copy Dept email ads@brocku.ca on initial response to inquiries by prospective students to ADS so that these can be tracked, and a bank of responses to FAQs is being generated. We reviewed 2018-2019 inquiries to see where we could improve information for prospective students.

Action #2 completed in 2018

Action #3 Upon return from sabbatical, the Chair/GPD reviews the website with the Admin Assistant on an ongoing basis. Students and faculty will be asked to review and provide feedback in May 2019.

Action #4 In consultation with the Faculty of Social Science Dean in Feb. 2019, the dean will encourage other Faculty of Social Science departments to prioritize our qualified MA-1 applicants for TA's in their depts. We will create profiles for and with each incoming MA student to indicate the student's major and minors and which courses they appear eligible to teach in each relevant dept. Our MA-1's will not need to apply individually. Rather we will send the profiles to the relevant depts. with the student's permission. We will report to the dean the students who failed to get a TAship so that the dean can follow up with the dept. in question.

Action #5 As mentioned, the Chair/GPD discussed the TA situation with the Faculty of Social Science Dean in Feb. 2019 to come up with a plan to maximize TA's for the ADS MA students.

Recommendation #11

In response to changing demographic of incoming students (i.e., more full-time students and more students coming directly from undergrad studies), expand full-time program offerings and structure.

ARC Disposition of the Recommendation

ARC considers the recommendation to consider how the full-time program might expand in the future to be accepted, while acknowledging that the provision of the necessary resources for this to be implemented lies outside the purview of the Committee.

Implementation Plan (2nd Priority)

Responsible for approving:	Department
Responsible for resources:	Department
Responsible for implementation:	Department
Timeline:	Dean of Social Sciences to report by the end of academic year 2018/2019

Actions On Target (T), On Hold (H), Delayed (D), Complete (C)	Responsibility	Year One	Year Two	Year Three
Action #1 Continue to advocate for resources to expand our admission targets for full-time students.	Chair/GPD	T	T	

Comments 2018:

Action #1 We have an excess of excellent FT applicants for our MA and our MADS programs, but lack the faculty to add additional cohorts. We will set up a meeting with Dean of FOSS, FOSS Associate Dean of Graduate Studies, Dean of FGS, and Vice Provost Enrolment Management & International to discuss this situation and begin to problem solve (April-May, 2018).

Comments 2019:

Action #1 We have successfully advocated for new faculty. In 2018, we hired three new 3-year LTAs and took 18 more FT MADS students. In 2019, we have permission to hire one Tenure Stream (Assistant Professor) and one ILTA (one year contract) and we agreed to take 18 more PT MADS students plus continue to take another cohort of 18 FT MADS. In order to keep these new cohorts going, we will need at least one more faculty position next year, as the ILTA is only a one-year appointment.