



UNIVERSITY OF TORONTO
FACULTY OF APPLIED SCIENCE & ENGINEERING

**Minutes of the Faculty Council Meeting of
October 28, 2015 at 12:10 p.m.
Michael E. Charles Council Chamber (GB 202)**

Present

Doug Reeve (Speaker)
Cristina Amon (Dean)
Edgar Acosta
Dionne Aleman
Grant Allen
Jason Anderson
Mitchell Au
Giselle Azimi
Mario Badr
Joe Baptista
J. Christopher Beck
Evan Bentz
Sharon Brown
Markus Bussmann
Margaret Cheng
Alan Chong
Tom Coyle
Jim Davis
Khuong Doan
Phil Fan
Carolyn Farrell
Roman Genov
Krisztina Harmath
Marianne Hatzopoulou
Oghosa Igbinakenzua
Bryan Karney
Frank Kschischang
Elias Kyriacou

Chi-Guhn Lee
Antonio Liscidini
Barbara McCann
Hani Naguib
Farid Najm
Jun Nogami
Jon Albert Obnamia
Jeffrey Packer
Elodie Passeport
Ernesto Díaz Lozano Patiño
Doug Perovic
Lisa Romkey
Ted Sargent
Costas Sarris
Ali Sheikholeslami
Brent Sleep
Gillian Sneddon
Micah Stickel
Pierre Sullivan
Joshua Taylor
Deborah Tihanyi
Olev Trass
Shahrohk Valaei
Andreas Veneris
Nefeteria Wickham
Lydia Wilkinson
David Yang
Chris Yip
Kevin Yu

Aaron Yurkewich
Jean Zu

Regrets

Greg Evans
Mark Kortschot
Ofer Levi
Alex McLean
Graeme Norval
Michael Sefton
David Zingg

Guests

Chris Brown
Alina Constantin
Dani Couture
Sonia De Buglio
Michelle Deeton
Kirsten Giannini
Leslie Grife
Cori Hanson
Susan Lee
Don MacMillan
Anthony Morra
Kristin Philpot
Pauline Ramirez
Catherine Riddell
Alex Tichine
Caroline Ziegler (Secretary)

1. Speaker's Welcome and Adoption of Agenda

Council Speaker Doug Reeve welcomed and thanked members of Council who were attending their first meeting, in particular any graduate and undergraduate students.

The Speaker reminded members that Council Chamber was named after Dean Emeritus Michael E. Charles, and that portraits of former Deans and Speakers adorn the walls of GB202. He described the first minutes of the Board of the School of Practical Science, which took place on October 1, 1878. The meeting was chaired by the original professor of chemistry, Professor H. H. Croft, and was attended by Professors Chapman and London, Dr. Ellis – who later became Dean – and the Secretary. There were three items on the agenda: hiring a caretaker, periodicals required by departments, and ordering tables for the library. The Board met again on October 5; notably, John Galbraith was in attendance.

On September 24, 1906, the inaugural meeting of the Faculty of Applied Science and Engineering was held with Principal John Galbraith as chair. There were subsequent meetings on September 25 and 26, and October 2 and 8. Agenda items included the new University of Toronto Act that established Council, adjustment of marks for practical work, wiring in the old and new buildings, promotions, resignations and appointments, a student petition, and applications for admission.

In the 1960s, there was much agitation for curriculum reorganization. Led by Professors Jim Ham, T. C. Kenney and Olev Trass, among others, this ultimately led to the establishment of the present Council and committee structure in 1972. Professor Trass, who served as Council Speaker from 1978 to 1982, was in attendance at the present meeting and Council acknowledged him with a round of applause.

The Speaker concluded by acknowledging a previous longstanding Secretary of Council, Stewart Wilson, who served from 1927 to 1962 and introduced and thanked the current Secretary, Caroline Ziegler. He recommended new Council members read *The Skule Story* for a history of our Faculty from 1873 to 2000.

The agenda and meeting package were distributed on October 14. Since then, the Engineering Society had asked to make a presentation on mid-course evaluations which was accepted as a new agenda item.

On a regular motion duly moved, seconded and carried, it was resolved –

THAT the agenda be adopted.

2. Introduction of New Faculty

Brent Sleep, Chair of the Department of Civil Engineering, introduced his new faculty member, Marianne Hatzopoulou.

3. Adoption of Minutes of Previous Meeting

No errors or omissions were noted on the minutes of the previous meeting. On a regular motion duly moved, seconded and carried, it was resolved –

THAT the minutes of the meeting of April 17, 2015 be approved.

4. Business Arising from the April 17, 2015 Council Meeting

The Speaker presented Report 3461 Revised, an update to the membership of the Faculty's standing committees and Academic Appeals Board since the April 15, 2015 Council meeting. The new members are undergraduate students.

There were no questions and the report was received for information.

5. Report of the Dean

Dean Cristina Amon welcomed members to Faculty Council and provided the following remarks.

a) Leadership Changes

The Dean acknowledged and thanked Professor Doug Reeve at his first meeting as Faculty Council Speaker, at what will be an interesting and engaging year. She welcomed back Barbara McCann and thanked her for returning to the Faculty as our Interim Registrar, and introduced and welcomed the Faculty's new Registrar, Don MacMillan, who will start in this position on November 16th. Don has been at U of T for over 20 years. He comes to the Faculty from the School of Graduate Studies and prior to this was Registrar at OISE and UTSC.

The Dean welcomed Marianne Hatzopoulou from Civil Engineering, and said that two additional new faculty members will be introduced at the December Faculty Council meeting.

b) CEIE Update

We continue to make progress on the Centre for Engineering Innovation & Entrepreneurship. The Dean thanked all for attending the groundbreaking on June 24th, which was an inspiring event and wonderful celebration.

Half of the building will be for student activities, TEAL rooms, prototyping, fabrication and visualization facilities, and space for Engineering Society clubs. The other half will be used for multidisciplinary research centres and institutes, such as ILead, The Entrepreneurship Hatchery, CGEN, ISE and many others.

Soon we will begin discussions with Academic and Campus Events (ACE) regarding trading a percentage of usage in TEAL rooms for other classrooms located in our Faculty. We will make arrangements to have the rest of the University use the TEAL rooms when they are not needed by us in lieu of our gaining space in current ACE-assigned space in buildings occupied by FASE. Professor Ron Venter is leading this initiative and there will be a further update at a later date.

c) Annual Report

We have published our seventh Annual Report of Performance Indicators, which contains a wealth of metrics spanning ten years, as well as information on new initiatives and

programs. The report is one way in which we measure our progress towards achieving our Academic Plan goals in terms of student engagement, recruitment and other metrics, and will be addressed later in the meeting. The Dean encouraged Council members to review the Annual Report and provide feedback.

d) Interdivisional Teaching Agreement

In June 2015, we reached an important milestone with the Faculty of Arts & Science with the signing of the Interdivisional Teaching Agreement.

The agreement has been approximately five years in development and includes an academic framework that allows us to work together to achieve our educational mission for the benefit of students and faculty. It covers courses taught for our students by Arts & Science, especially in math, physics and computer science and provides a long-term financial framework for future revenue-sharing. The two-year agreement started on May 1, 2015 and may be extended for one year if agreed upon by both divisions. Upon completion of the initial two- to three-year period, the agreement will be reviewed and renewed every five years.

e) Interdisciplinary Academic Search

We are currently searching for three new interdisciplinary positions that will be cross-appointments between departments and institutes. The searches are focused on cross-disciplinarity, diversity, research, and teaching excellence.

f) Task Forces

Two task forces were commissioned in the summer, the Task Force to Review Academic and Student Advising, and the Task Force For Mental Health Strategies.

As part of the Academic Plan, our Faculty identified the need to review student counselling within the context of improving the student experience. The Task Force to Review Academic and Student Advising will make key recommendations to create defined standards for advising services across the Faculty.

The Task Force for Mental Health Strategies will create an inventory of the existing activities and resources that foster good mental health for our students, assess their effectiveness, and propose a FASE mental health framework consistent with best practices within the University and other comparable institutions of higher learning.

Reports and recommendations for both task forces will be discussed in early 2016, as will the ongoing assessment of the first year program conducted by the First Year Core 8 Curriculum Committee.

g) Admissions Update

The Faculty had another exceptional year in undergraduate admissions, with a significant increase in the total number of applications. For 2015's incoming first-year class, we received 11,418 applications for 1,130 spots, representing a place for one in ten applicants.

We also saw an increase in diversity. Among incoming undergraduates, 31.1% are women – our highest percentage yet – and 30.3% are international students. Our goal is to continue to increase diversification by recruiting international students from places such as South America, initially Ecuador and Colombia.

h) Dean's Town Hall

The first Dean's Town Hall of the academic year was held on September 30th, co-hosted with the Engineering Society. Discussion topics were expanded this year to allow students more choices, and included the co-curricular record, effective assessment of teaching and feedback to students during the year and after final exams, undergraduate research opportunities, and an "Ask Me Anything" session focusing on U of T Engineering.

We are summarizing student input and will provide a more detailed report later this year. A presentation on mid-course evaluations will be brought forward later in this meeting by the Engineering Society.

i) Staff Awards Program

A call for nominations has been made for the Staff Awards Program, which includes the Agnes Kaneko Citizen Award, the Harpreet Dhariwal Emerging Leader Award, the Influential Leader Award, the Innovation Award, and the Quality of Student Experience Award. The Dean acknowledged colleagues throughout the Faculty who help us enormously and are deserving of recognition, and encouraged members to submit nominations by the end of January.

j) Convocation

Fall convocation is on November 10th at 10:00 a.m. Convocation breakfast is at the Faculty Club starting at 7:30 a.m. These are wonderful opportunities to celebrate with our graduates and meet their families. All are encouraged to attend.

There were no questions for the Dean.

6. Academic Plan Update: Year 4 Progress Report

Dean Amon provided the following comments on progress made towards our 2011-2016 Academic Plan.

We have completed the fourth year of our Academic Plan and are entering the final year. We continue to make significant progress in advancing our goals in the six key areas of culture of excellence, positioning, educating future engineers, student experience, outreach, collaboration and influence, and resources allocation, and in some cases have set new goals since we surpassed our targets ahead of schedule.

a) Culture of Excellence

Our Faculty strives to promote and nurture a culture of excellence and is committed to strengthening our position among the best engineering schools in the world.

This past year, we continued to lead among our Canadian peers in awards and honours, earning 25% of all major awards received by Canadian engineering Faculties, with only 5.5% of the overall faculty members. We garnered honours not previously awarded to our professors, further attesting to the growing impact of our research and innovation. We again placed as the top engineering school in Canada in all international rankings and as one of the best in the world.

Diversity of all types – gender, discipline, ethnic – enriches the environment and deepens creativity. This September, 31.1% of incoming undergraduates are women, our highest proportion yet, up from 30% in 2014, 25% in 2013 and 20% in 2006. Of incoming undergraduates, 30.3% are from 66 countries outside of Canada.

Our Academic Plan is a living document and as such, we continually evaluate, assess and set new goals. Having surpassed our target of 25% international students, we are refining our student recruitment efforts to ensure continued diversity in our student population. An example is the first Dean's reception for parents hosted in Dubai to raise the profile of the Faculty in the region.

Last year, our faculty complement was bolstered by the recruitment of three excellent women professors, each of whom is cross-appointed to two departments. We are currently undertaking an interdisciplinary academic search for an additional three new faculty members, focusing on cross-disciplinarity, diversity, research, and teaching excellence.

Our culture of excellence includes outstanding alumni and the contributions they make to our Faculty, students and the global engineering community. This past year, we built upon our alumni involvement by sharing their expertise, perspectives and enthusiasm through 68 alumni events and mentorship opportunities within The Entrepreneurship Hatchery. We further engaged alumni by involving them in the Alumni Assessor Program, where they reviewed undergraduate applicants' personal profiles as part of the Faculty's broad-based admissions process.

b) Positioning

Effectively communicating our Faculty's achievements, educational innovations and research advances is essential to increasing our public profile and strengthening our position as a leader among the world's best engineering schools.

Last year, we successfully redesigned our Engineering news site and Faculty website to enhance our online presence, communicate more effectively with our diverse audiences, and provide better integration with social media channels. We also redesigned our newsletter to increase engagement and share information more effectively across the Faculty.

We exemplified current and transparent communications this year through numerous key publications such as the seventh edition of our Annual Report of Performance Indicators, the second External Annual Report Year in Review, the Centre for Engineering Innovation & Entrepreneurship (CEIE) mini-book, and several new corporate outreach research inserts on water, advanced manufacturing, healthcare engineering, nanoengineering and sustainable mining.

c) Educating Future Engineers & Student Experience

Demand for our programs continues. For 2015's incoming first-year class, we received 11,418 applications for 1,130 spots, representing a place for one in ten applicants. This year, we piloted the broad based admissions approach that takes into account not only marks and mini-essays, but also web profiles and timed essays from potential students.

We reached a critical milestone with the Core Curriculum Review Task Force completing its assessment of the content and delivery of first-year core curriculum, and have already begun implementing their recommendations.

In conjunction with the Vice-Dean, Undergraduate, the Engineering Instructional Innovation Program (EIIP) supported initiatives for Parallel Classrooms for MEng Education, and a pilot program for Re-Engineering Mathematics Education.

We have expanded and enhanced opportunities for our students' experiential learning through our Professional Experience Year (PEY). The number of Engineering students placed in PEY internships continues to increase, with 724 placements in 2014-2015, up from 550 in 2010-2011. Sixty-one of these placements were abroad.

The Entrepreneurship Hatchery had another successful year, increasing the student cohort and expanding their offerings with seminars and networking.

Our multidisciplinary capstone course expanded, with over 150 students in two years working together across disciplines to develop solutions to industry-sponsored problems. The initiative has been a great success. To date, 37 projects have been completed for 23 clients such as Bombardier and Magna.

We continue to innovate in undergraduate programming. In September 2014, we successfully launched certificates in Engineering Leadership and Renewable Resources Engineering, and a minor in Biomedical Engineering, and developed an Engineering Science major in Robotics Engineering, a minor in Nanoengineering, and a certificate in Engineering Communication, all commencing September 2015.

We surpassed our goal of 2,000 graduate students: currently more than 2,300 graduate students are enrolled for 2015-2016, an increase from 2,194 in 2014-2015.

In early October we concluded our third annual cross-Canada graduate consortium in partnership with the top Canadian engineering schools, where we recruited top domestic

students to our programs. In February 2015 we successfully hosted the inaugural Faculty-wide graduate recruitment weekend to enlist excellent domestic students, and will host this event again next year.

We continue to increase opportunities for students to collaborate across the Faculty and University. Recent examples include an MEng in Biomedical Engineering and emphases in Sustainable Energy and Advanced Manufacturing. We also successfully launched a collaborative program for Master's and PhD students in Engineering Education in partnership with OISE, the first program of its kind in Canada.

d) Research Endeavours

In addition to the key research-related goals in our Academic Plan of enhancing multidisciplinary, collaborative research endeavors, and deepening and broadening our partnerships with Industry, we have surpassed our goal of increasing Tri-Council funding to \$25-million per year by 2015, three years early. We established a new goal of \$32-million by 2015-2016, and are already nearing this milestone with \$27.4-million of Tri-council funding in 2013-2014. This funding increase enables new research and impacts the national reallocation of Canada Research Chairs (CRCs); we received two additional Tier-II equivalent CRCs as a direct result of growth in our Tri-Council share.

In the most recent reporting year, U of T Engineering attracted \$81.6-million in research infrastructure and operating funds, the highest annual total in our history and a 21% increase over the previous year.

We received two new CREATE grants, bringing our lead Faculty total to nine, and had excellent success in major provincial and federal research grant competitions including three new Canada Research Chairs, three Early Researcher Awards, three Ontario Research Fund-Research Excellence awards, five CFI awards, and eight new NSERC Strategic Partnership grants. We were awarded the first federally-funded Canada First Research Excellence Fund (CFREF) for the Medicine by Design collaboration, in which Engineering is a key participant with Peter Zandstra as the interim director, together with the Faculties of Medicine, Pharmacy, and Arts & Science. This \$114-million grant is the largest in the history of the University. We also established the Translational Biology and Engineering Program (TBEP) with Craig Simmons as director, in collaboration with the Faculties of Medicine and Dentistry.

We worked at the grassroots level on emerging institutes such as Sustainable Water Management in the Resource Industries, Biorefining, and Advanced Sensing Technologies for Extractive Industries, and look forward to their fruition in the coming year.

e) Outreach, Collaboration and Influence

In 2014-2015, U of T Engineering experienced its most successful year in fundraising, securing \$34.7-million in major donations. This includes the support of entrepreneurship in our aerospace program through a generous \$1-million donation from alumnus Francis Shen.

Through departmental open houses, topic-specific research days and Faculty-wide industry events, we continue to foster relationships with our existing industry partners while increasing outreach efforts to establish new ones. For example, we hosted the third annual U of T Engineering Industry Partners Reception, with the fourth event scheduled for November, and produced several new research inserts to support corporate outreach activities and industry partnerships.

Updates have been provided throughout the year on the progress we have made with the CEIE. After received rezoning approval in May 2015 and securing more than \$70-million – 75% of the total construction cost – construction started in June. This is a testament to the strong commitment of our alumni, friends, faculty, staff and students to the Faculty's vision for the future. We will continue our philanthropy in the next year to fully offset the remainder of the financing.

f) Resources Allocation

Recognizing the significant impact our resources have on achieving our Academic Plan goals in research and education, we continue to invest strategically for the future and manage our resources prudently, maintaining our strong financial position with a 7.5% increase to our revenue base over last year.

In June 2015 we reached an important milestone with the Faculty of Arts & Science with the signing of the Interdivisional Teaching Agreement (IDTA). Five years in development, this agreement provides an academic framework that allows us to work together to achieve our educational mission for the benefit of students and faculty, and provides a long-term financial framework for future revenue sharing.

Now in its fifth year, the Dean's Strategic Fund has committed \$18-million to seed projects designed to further our Academic Plan goals. Thirteen projects received financial support this year, for a total of \$3.9-million for initiatives across the Faculty.

This year we undertook a number of major renovations and space audits, both at the Faculty and departmental levels, to improve the quality and usage of our space. With its opening in 2017, the CEIE is a longer-term solution to some of our critical space issues. We have also acquired new space in MaRS II for the Translational Biology and Engineering Program that will house five PIs and over 100 graduate students and postdocs. These initiatives will allow us to increase our faculty complement and meet our long-term undergraduate to graduate student ratio goals.

g) Conclusion

Much has been accomplished toward our Academic Plan goals over the past four years, and members were encouraged to continue their excellent contributions across the Faculty and our broader community in the final year of the Academic Plan. Dean Amon thanked all present for their many contributions, and looks forward to working together in our pursuit of engineering excellence.

A full copy of the Year 4 Progress Report will be published in the November issue of our Faculty newsletter and on our website.

7. Closure of Collaborative Program in Environmental Engineering

Bryan Karney, Director of the Division of Environmental Engineering and Energy Systems, presented Report 3477, a proposal to close the Environmental Engineering Collaborative Program.

The program was established in the late 1970s to encourage interdisciplinary studies and recognize students from participating MEng, MASc, and PhD programs in Chemical Engineering & Applied Chemistry, Civil Engineering, Materials Science & Engineering, and Mechanical & Industrial Engineering who were specializing in environmental engineering.

The program has seen declining enrolment in recent years, due to the mainstreaming of environmental engineering which has allowed students to gain exposure to this topic within their own programs. An internal review of the program was recently conducted by the Division of Environmental Engineering & Energy Systems, the collaborating departments, and student representatives and it was agreed that the program no longer serves students' or faculty members' interests and should be closed. Students who wish to obtain a collaborative program designation on their transcripts will be encouraged to participate in the School of the Environment's Collaborative Program in Environmental Studies. This should be viewed as a joining of forces, not a downgrade of the program.

At the conclusion of the presentation, the following regular motion was moved and seconded –

THAT the proposed closure of the Collaborative Program in Environmental Engineering, to which admissions have been suspended, as described in the proposal from the Division of Environmental Engineering and Energy Systems dated September 1, 2015, be approved with an anticipated program closure date of June 2018.

A member remarked that this is an important moment as the collaborative program has been in place since the 1970s and re-invigorated in the 1980s, and thanked Professor Karney and program manager Sharon Brown in leading this change.

Regarding how the closure will be advertised to students, Professor Karney confirmed that all Engineering students will be invited to join the School of the Environment's collaborative program, counsellors will be informed of the change, and departments will be encouraged to join the program. The long time frame for implementing the closure will help ensure no students are stranded.

The motion was carried.

8. Major Curriculum Changes for the 2015-2016 Academic Year

Jim Davis of the Undergraduate Curriculum Committee presented Report 3476, which describes proposed changes affecting courses in the Chemical Engineering & Applied Chemistry and Materials Science & Engineering programs, ILead, and minors administered through the Cross-Disciplinary Programs Office.

At the conclusion of the presentation, the following regular motion was moved and seconded –

THAT the proposed curriculum changes for the 2015-2016 academic year set out in Report 3476 be approved.

Members discussed the importance of teaching ethics across the curriculum and whether it could be made mandatory across programs, since *APS150: Ethics in Engineering* was removed from the first year Core 8 and TrackOne curricula in February 2015. Professor Davis agreed that this is the intention and described a high-level course developed in ILead as an example. The director of ILead added that they have developed eight case studies to be used in this course, with 11 more planned with the objective of producing learning materials broadly for use across the curriculum. He anticipates that this content will be incorporated into *APS111* and *112*.

Another member questioned the rationale behind the proposed removal of the tutorial from *MSE432S: Macromolecular Materials Engineering*, saying that students will lose both experience and the opportunity to use the feedback they would have gained as they prepare for exams. A professor teaching this course responded that the removal of the one-hour tutorial will allow for more material to be introduced in the course.

The motion was carried.

9. Reports and Recommendations of Standing Committees

The following reports were approved at the September 15, 2015 Executive Committee meeting and are for Council's information.

a) Engineering Graduate Education Update

Markus Bussmann, Chair of the Engineering Graduate Education Committee, presented Report 3471 which describes newly-approved or modified AER, APS, ECE and MIE courses.

There were no questions and the report was received for information.

b) Emphasis on Advanced Manufacturing

After describing graduate emphases, Markus Bussmann, Chair of the Engineering Graduate Education Committee, presented Report 3472, a proposal to establish an emphasis in Advanced Manufacturing for MEng students in Aerospace Studies, Chemical Engineering & Applied Chemistry, Materials Science & Engineering, and Mechanical & Industrial

Engineering. In addition to broadening students' exposure to advanced manufacturing, this emphasis will expose them to an ongoing seminar series and introduce them to members of the manufacturing industry.

There were no questions and the report was received for information.

c) Teaching Methods & Resources Committee Goals, 2015-2016

Lisa Romkey, Chair of the Teaching Methods and Resources Committee, presented Report 3474, the committee's goals for 2015-2016. These include sponsoring a teaching and learning seminar series, updating the existing teaching awards criteria, updating the Faculty on the participation rates and trends from two years of completed course evaluations, formalizing a process for piloting academic technology, and developing recommendations for TA training in the Faculty.

There were no questions and the report was received for information.

10. Academic Appeals Board Update

Evan Bentz, Chair of the Academic Appeals Board (AAB), provided an update on the work of the Board during the past year.

Since its last report, the Board has considered 17 appeals on decisions made by the Committee on Examinations. Of the appeals, 14 were for special consideration regarding Faculty policies, and three requested consideration on final examinations. The AAB found cause to intervene in eight of the appeals, granting two deferred exams, one retroactive withdrawal from a course, one revised grade of "CR," two counts of probation relief, one deferred decision pending additional results and/or information, and one instance where a student was permitted to retain credits for the courses they were unofficially auditing. The AAB found insufficient grounds to intervene in the remaining appeals and rendered decisions of "no action" in these instances.

There were no questions and the report was received for information.

11. Other Business

Oghosa Igbinakenzua, Vice-President Academic of the Engineering Society, presented an Engineering Society initiative to conduct mid-course evaluations.

While existing initiatives run by instructors, students and the Faculty to gather feedback on courses are very important, they are retroactive and tend to have low response rates. The Engineering Society has created an online mid-course evaluation process that allows students to proactively provide feedback to instructors on their courses and suggest improvements that can feasibly be made during the semester.

For first-year courses, an Engineering Society Academic Advocacy Committee member and a class representative will conduct course evaluations and provide feedback to the course coordinator; an Engineering Society academic director and class representative will do the same for instructors of second- and third-year courses. Mid-course evaluations will not be conducted for fourth-year courses.

The evaluations have begun for fall courses and will held in February for winter courses. Any lessons learned will be used to improve the process in its next iteration.

Members expressed their support for mid-course evaluations and thanked Mr. Igbinakenza for his presentation. A member suggested that the online questionnaire include a question on how much time students spend on the course outside of class time, and that students first be asked if their courses include tutorials before they are asked to comment on them. A member recommended that it be clear to students that the questionnaire is opt-in, and that instructors be told that the feedback will go only to them. Another member suggested the Engineering Society consider language used in the Accessibility for Ontarians with Disabilities Act (AODA) when crafting the online questionnaire. Members discussed privacy, data sharing and potential conflicts of interest, with an example given of an upcoming course where the course coordinator is also the department chair.

12. Date of Next Meeting

The next meeting of Faculty Council is on December 8, 2015.

13. Adjournment

The meeting was adjourned at 1:40 p.m.

/cz