



UNIVERSITY OF TORONTO  
FACULTY OF APPLIED SCIENCE & ENGINEERING

*Cristina Amon, Dean*

**MEMORANDUM**

**2008/09-16**

**To:** All Members of the Faculty

**From:** Cristina Amon, Dean

**Date:** February 20, 2009

**Re: Appointment of Cross-Faculty Program Office Working Group**

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**Purpose**

The Faculty of Applied Science and Engineering has appointed a Working Group to consider the Faculty's needs for the administration of its minor and certificate programs, the administration of the cross-faculty graduate programs and the role of the existing Division of Environmental Engineering and Energy Systems now that its undergraduate collaborative program in Environmental Engineering has become a minor. This will be done with a view to presenting a recommendation to create a Cross-Faculty Program Office (working title) to Faculty Council at its next meeting.

**Time Frame**

A detailed recommendation will be presented to the Executive Committee of Faculty Council on May 13, 2009.

**Membership**

1. Grant Allen Vice-Dean, Undergraduate Studies (Chair)
2. Chris Damaren Vice-Dean, Graduate Studies
3. Barbara McCann Faculty Registrar

**Mandate**

1. Develop a detailed structure for the proposed new Cross-Faculty Program Office
2. Develop a job description for the faculty administrator of the office and propose an appropriate title
3. In addition to the undergraduate minors and certificate programs, pay particular attention to the way in which the new office would relate to graduate programs, existing and future, referring specific questions to the Graduate Studies and Research Committee as necessary
4. Make recommendations with respect to the administration of the Bioengineering minor and the Division of Environmental Engineering and Energy Systems
5. Consider the technical implications (e.g. ROSI) of administering programs across the Faculty and the specific requirements of a Cross-Faculty Program Office in providing appropriate administrative support
6. Prepare a fully-fleshed-out proposal to present for the consideration of the Curriculum Committee in sufficient time for the Curriculum Committee to report as appropriate to the May 13, 2009 meeting of the Executive committee
7. Oversee the initiative through the Faculty governance process