

Standing Committees of Faculty Council
Membership and Terms of Reference
2010-2011

2010-2011 Admissions Committee Membership					
Chair	TBA				
Vice-Chair	TBA				
Undergraduate Programs Faculty	Chris	Yip	Chemical Engineering and Applied Chemistry	978-7853	christopher.yip@utoronto.ca
	Philip	Byer	Civil Engineering	978-5980	byer@civ.utoronto.ca
	Ali	Sheikholeslami	Electrical and Computer Engineering	978-1861	ali@eecg.toronto.edu
	Will	Cluett	Engineering Science	978-5889	cluett@ecf.utoronto.ca
	Glenn	Hibbard	Materials Science and Engineering	946-0437	glenn.hibbard@utoronto.ca
	Beno	Benhabib	Mechanical and Industrial Engineering	978-7753	benhabi@mie.utoronto.ca
Ex-officio	Cristina	Amon	Dean	978-3131	dean@ecf.utoronto.ca
	Grant	Allen	Vice-Dean Undergraduate	978-8517	alleng@ecf.utoronto.ca
	Susan	McCahan	First Year Chair	978-0490	mccahan@mie.utoronto.ca
	Barbara	McCann	Faculty Registrar	978-5894	mccann@ecf.utorontol.ca
Senior Administrator	Helen	Bright	Registrar's Office	946-7115	helen@ecf.utoronto.ca
Recording Secretary	John	Ng	Registrar's Office	946-7117	johnng@ecf.utoronto.ca

Admissions Committee Terms of Reference

The Committee will be responsible for initiating and implementing policies and procedures with respect to the selection and admission of all applicants to the first year program, and granting of any course exemptions from the first year program. The Committee will further be responsible for initiating and implementing policy with respect to academic awards for incoming first year students including the terms of any awards. The Committee will also be responsible for assessing the qualifications of all applicants seeking admission, re-admission or transfers within the Faculty at any level higher than First Year.

To support its admissions function, the Committee shall:

1. Establish an appropriate admission procedure to review applicants to the Faculty
2. Establish an appropriate admission standard of applicants to the Faculty, and in turn, for each of the Departments, Programs and Divisions
3. Monitor changes in the pre-university programs in the province, in other parts of the country and internationally that would impact on the qualifications of an applicant to the Faculty

4. Monitor changes in the first year curriculum in the Faculty to ensure appropriate qualification standards
5. Establish an appropriate review procedure of applicants to the Faculty as to their eligibility for scholarships awarded by the Faculty
6. Make admission decisions to the Faculty, and
7. Make decisions on first year scholarships.

To support its advanced standing function, the Committee shall:

1. Establish an appropriate procedure to review all applicants seeking admission or re-admission to the Faculty at any level higher than First Year
2. Establish an appropriate standard of admission to the Faculty, and for all applicants seeking admission, re-admission or transfer within the Faculty at any level higher than First Year
3. Make admission decisions on all applicants seeking admission or re-admission or transfer within the Faculty at any level higher than First Year
4. Review, define, administer and approve requests for exemptions / adjustments in academic programs based on courses taken at another university or equivalence, based on a clear Policy of Equivalence with regard to foreign coursework, English Facility, and University of Toronto Arts and Science Equivalence
5. Review, define, administer and approve requests for admission at any level higher than First Year for Special Students, and
6. Monitor changes in the first year curriculum in the Faculty.

2010-2011 Community Affairs and Gender Issues Committee Membership					
Chair	TBA				
Vice-Chair	TBA				
Undergraduate Programs Faculty	Don	Kirk	Chemical Engineering and Applied Chemistry	978-7406	kirk@ecf.utoronto.ca
	Kaiwen	Xia	Civil Engineering	978-5942	kaiwen@ecf.utoronto.ca
	Natalie	Enright Jerger	Electrical and Computer Engineering	946-0299	enright@eecg.toronto.edu
	Tom	North	Materials Science and Engineering	978-5636	north@ecf.utoronto.ca
	Lidan	You	Mechanical and Industrial Engineering	978-5376	youlidan@mie.utoronto.ca
Undergraduate Students	TBA				
	TBA				
	TBA				
	TBA				
Graduate Students	TBA				
	TBA				
Alumni	TBA				
Administrative Staff					
<i>Ex-officio</i>	Cristina	Amon	Dean	978-3131	dean@ecf.utoronto.ca
	Susan	McCahan	Chair, First Year	978-0490	mccahan@mie.utoronto.ca
	Chris	Damaren	Vice-Dean Graduate	667-7704	damaren@utias.utoronto.ca
	Grant	Allen	Vice-Dean Undergraduate	978-8517	alleng@ecf.utoronto.ca
	Connie	Guberman	U of T Status of Women Officer	978-2757	c.guberman@utoronto.ca
	Barbara	McCann	Faculty Registrar	978-5894	mccann@ecf.utorontol.ca
Recording Secretary	Estina	Boddie	Office of Vice-Dean	946-3038	estina@ecf.utoronto.ca

Community Affairs and Gender Issues Committee Terms of Reference

To seek to improve and to recommend on the "quality of life" within the Faculty community, including such matters as gender issues, safety and security, personal conduct, extra-curricular activities of any kind, promotion of student employment, and acquisition and improvement of amenities.

2010-2011 Curriculum Committee Membership					
Chair	TBA				
Vice-Chair	TBA				
Undergraduate Programs Faculty	Graeme	Norval	Chemical Engineering and Applied Chemistry	946-7507	Graeme.norval@utoronto.ca
	Shamim	Sheikh	Civil Engineering	978-3671	sheikh@cov.utoronto.ca
	Baochun	Li	Electrical and Computer Engineering	946-7388	bli@eecg.toronto.edu
	Lisa /Will	Romkey /Cluett	Engineering Science	946-3514	romkey@ecf.utoronto.ca cluett@ecf.utoronto.ca
	Torstein	Utigard	Materials Science and Engineering	978-6267	utigard@ecf.utoronto.ca
	Jim	Wallace	Mechanical and Industrial Engineering	946-8504	wallace@mie.utoronot.ca
Undergraduate Students	TBA				
	TBA				
Graduate Student	TBA				
Alumni	TBA				
Ex-officio	Cristina	Amon	Dean	978-3131	dean@ecf.utoronto.ca
	Grant	Allen	Vice-Dean Undergraduate	978-8517	alleng@ecf.utoronto.ca
	Susan	McCahan	First Year Chair	978-0490	mccahan@mie.utoronto.ca
	Barbara	McCann	Faculty Registrar	978-5894	mccann@ecf.utorontol.ca
	TBA		Associate Dean, Cross-Faculty Programs Office		
Recording Secretary	Jan	Haugan		978-1904	janh@ecf.utoronto.ca

Curriculum Committee Terms of Reference

The primary responsibility of the Curriculum Committee is to help ensure that the programs in the Faculty result in graduates with the highest professional competencies. Because of differences among students and professional needs in the different programs, the Committee recognizes the role of departments and divisions to define their particular needs.

To support this, the Committee shall:

1. Determine the needs of employers and research institutions in order to define broad criteria for “highest professional competencies” in our graduates in both technical and non-technical areas
2. Identify and promote advances in the design of engineering curricula

3. Advise departments and divisions about these criteria and advances in order to assist departments and divisions in the design and review of their programs
4. Where there are common curriculum needs across all programs, review current policies and develop new broad policies on these matters for consideration by Council
5. Monitor, coordinate broadly and revise, with the approval of Council, all undergraduate academic programs and courses offered by the Faculty; and
6. Be aware of and report on significant resource implications of proposed changes in curricula and engineering education practice.

2010-2011 Examinations Committee Membership					
Chair	TBA				
Vice-Chair	TBA				
Undergraduate Programs Faculty	Levente	Diosady	Chemical Engineering and Applied Chemistry	978-4137	l.diosady@utoronto.ca
	Amer	Shalaby	Civil Engineering	978-6101	amer@ecf.utoronto.ca
	Peter	Herman	Electrical and Computer Engineering	978-7722	hermanp@ecf.utoronto.ca
	Charles	Mims	Engineering Science	978-8605	charles.mims@utoronto.ca
	Tom	Coyle	Materials Science and Engineering	978-5647	coyle@ecf.utoronot.ca
	Jane	Postma	Mechanical and Industrial Engineering	978-1282	postma@mie.utoronto.ca
Undergraduate Students	TBA				
	TBA				
Ex-officio	Cristina	Amon	Dean	978-3131	dean@ecf.utoronto.ca
	Grant	Allen	Vice-Dean Undergraduate	978-8517	alleng@ecf.utoronto.ca
	Susan	McCahan	First Year Chair	978-0490	mccahan@mie.utoronto.ca
	Barbara	McCann	Faculty Registrar	978-5894	mccann@ecf.utorontol.ca
Senior Administrator	Khuong	Doan		978-2976	kdoan@ecf.utoronto.ca
Recording Secretary	Leslie	Grife		978-8135	grief@ecf.utoronto.ca

Examination Committee Terms of Reference

The Examinations Committee is responsible for all administrative matters, and policy review thereof, related to the academic promotion of undergraduate students within the Faculty.

In particular, the Committee is:

1. To ensure that students in all undergraduate academic programs and courses are fairly evaluated
2. To review and adjudicate all petitions with respect to the determination of individual student grades, withdrawals from the Faculty and awarding degrees
3. To monitor and maintain uniform and consistently applied standards of student evaluation
4. To assess the work of each undergraduate student of this Faculty, and determine in consultation with the Department if the student should be allowed to proceed to the next term, or, if in his/her final term, be eligible to graduate

5. To review, when appropriate, the methods of student evaluation and student promotion policy
6. To report its actions and recommendations according to the Rules of Procedure for Standing Committees.

2010-2011 Engineering Graduate Education Committee Membership					
Chair	Chris Damaren				
Vice-Chair					
Graduate Chairs, Graduate Departments and Institutes	TBA		Chemical Engineering and Applied Chemistry		
	Shamim	Sheikh	Civil	978-3671	sheikh@civ.utoronto.ca
	Willy	Wong	Electrical and Computer Engineering	978-8734	willy@eecg.utoronto.ca
	Christopher	Yip	IBBME	946-0020	christopher.yip@utoronto.ca
	Markus	Bussmann	Mechanical and Industrial Engineering	978-1275	bussmann@mie.utoronto.ca
	Steve	Thorpe	Materials Science and Engineering	978-8584	thorpe@ecf.utoronto.ca
	Hugh	Liu	UTIAS	667-7928	liu@utias.utoronto.ca
Two Administrative Staff, Graduate Departments and Institutes	TBA				
	TBA				
Graduate Students	TBA				
	TBA				
	TBA				
Ex-officio	Cristina	Amon	Dean	978-3131	dean@ecf.utoronto.ca
	Chris	Damaren	Vice-Dean, Graduate Studies	946-0690	damaren@utias.utoronto.ca
	Brian	Corman	Dean, SGS	978-2390	
Recording Secretary	Estina	Boddie		946-3038	estina@ecf.utoronto.ca

Graduate Education Committee Terms of Reference

1. Curriculum: The GERC operates with the sanction of Faculty Council to grant approval on minor and major course changes and minor program changes.
2. The GERC will report major course changes and minor program changes to Faculty Council for information. Major program changes will be reviewed by the GERC with a report and recommendations brought to Faculty Council for approval.
3. The GERC will consider and report back on any major graduate education and research issues including admission regulations or requirements arising from regular meetings of the Graduate Chairs Committee, external reviews of graduate departments, or other concerns referred to it by members of the Committee or the Speaker of Faculty Council.

4. The GERC will advise Faculty Council on any matters related to governance of the graduate programs of the Faculty.
5. The GERC does not have responsibility for matters pertaining to Professional Development and/or the administration of non-degree Professional Development courses.
6. Graduate appeals will continue to be dealt with according to SGS guidelines and are not within the responsibilities of the GERC.

2010-2011 Scholarships and Awards Committee Membership					
Chair	TBA				
Vice-Chair	TBA				
Undergraduate Programs Faculty	Graeme	Norval	Chemical Engineering and Applied Chemistry	946-7507	graeme.norval@utoronto.ca
	Susan	Andrews	Civil Engineering	946-0908	sandrews@civ.utoronto.ca
	Greg	Steffan	Electrical and Computer Engineering	946-8706	steffan@eecg.toronto.ca
	Jason	Foster	Engineering Science	946-7352	jason.foster@utoronto.ca
	Glenn	Hibbard	Materials Science and Engineering	946-0437	glenn.hibbard@utoronto.ca
	Jason	Bazylak	Mechanical and Industrial Engineering	946-5066	jbazylak@mie.utoronto.ca
Undergraduate Students	TBA				
	TBA				
Alumni	TBA				
<i>Ex-officio</i>	Cristina	Amon	Dean	978-3131	dean@ecf.utoronto.ca
	Grant	Allen	Vice-Dean Undergraduate	978-8517	alleng@ecf.utoronto.ca
	Susan	McCahan	Chair, First Year	978-0490	mccahan@mie.utoronto.ca
	Barbara	McCann	Faculty Registrar	978-5894	mccann@ecf.utorontol.ca
Senior Administrator and Recording Secretary	Pierina	Filippone		978-4159	pierina@ecf.utoronto.ca

Scholarships and Awards Committee Terms of Reference

1. To administer the undergraduate academic awards and grants under the jurisdiction of the Faculty of Applied Science and Engineering
2. To review policy related to any academic awards under the jurisdiction of the Faculty of Applied Science and Engineering, including recommendation of the terms for any new award

2010-2011 Teaching Methods and Resources Committee Membership					
Chair	TBA				
Vice-Chair	TBA				
Undergraduate Programs Faculty	Edgar	Acosta	Chemical Engineering and Applied Chemistry	946-0742	edgar.acosta@utoronto.ca
	Tamer	El-Diraby	Civil Engineering	978-8653	tamer@ecf.utoronto.ca
	Wei	Yu	Electrical and Computer Engineering	946-8665	weiyu@comm.utoronto.ca
	Lisa	Romkey	Engineering Science	946-3097	romkey@ecf.utoronto.ca
	Steven	Thorpe	Materials Science and Engineering	978-8584	thorpe@ecf.utoronto.ca
	Kwon	Roy	Mechanical and Industrial Engineering	946-5033	kwon@mie.utoronto.ca
Undergraduate Students	TBA				
	TBA				
	TBA				
	TBA				
Graduate Student	TBA				
Alumni	TBA				
Administrative Staff	TBA				
Ex-officio	Cristina	Amon	Dean	978-3131	dean@ecf.utoronto.ca
	Grant	Allen	Vice-Dean Undergraduate	978-8517	alleng@ecf.utoronto.ca
	Susan	McCahan	Chair, First Year	978-0490	mccahan@ecf.utoronto.ca
	Barbara	McCann	Faculty Registrar	978-5894	mccann@ecf.utorontol.ca
Recording Secretary	Rosemary	Guido		946-7118	rosie@ecf.utoronto.ca

Teaching Methods and Resources Committee Terms of Reference

1. To serve as an advisory and coordinating body concerned with the promotion of improved teaching methods, the quality of teaching resources, the effectiveness of teaching aids, and the general delivery of the academic programs in the Faculty
2. To identify and promote advances in methods of evaluating and rewarding teaching effectiveness
3. To initiate, support and encourage innovative teaching projects