



UNIVERSITY OF TORONTO
FACULTY OF APPLIED SCIENCE & ENGINEERING

Minutes of the Faculty Council Meeting

Thursday, April 28, 2011

12:10 – 2:00 p.m.

Michael E. Charles Council Chamber, Galbraith Building

Present:

Jonathan Rose (Speaker)
Vanessa Abaya
Stewart Aitchison
Cristina Amon (Dean)
Philip Anderson
Yi-Wei Ang
Evan Bentz
Estina Boddie
Sharon Brown
Phil Byer
Sanjeev Chandra
David Cheung
Alan Chong
Paul Chow
Michael P. Collins
Dan Cormier
Tom Coyle
Chris Damaren
Levente L. Diosady
Carolyn Farrell
Catherine Gagne
James Gottlieb
P. Glenn Gulak
John Harrison
Peter R. Herman
Gina John
Mohamed Zakaria Kamh
Bryan Karney
Ofer Levi
Brenda McCabe
Susan McCahan
Barbara McCann
Liam Mitchell
Hani Naguib
Farid Najm
Graeme Norval
Austra Ozolins

Vladimiro G. Papangelakis
Jane Phillips
Nelly Pietropaolo
Doug Reeve
Lisa Romkey
Matthew Roorda
Paul Santerre
Shamim A. Sheikh
Ali Sheikholeslami
Kevin Siu
Micah Stickel
Peter Weiss
Christopher Yip
Wei Yu

Guests:

Erika Bailey
Megan Chang
Freddy Chen
Taryn Davis
Sonia De Buglio
Adam Doyle
Bernie Fitzpatrick
Elysia Harrison
Sandra Hunt-Chomyn
Lesley Mak
Tom Nault
Dan Pettigrew
Barry Spinner
Alex Tichine
Caroline Ziegler

Regrets:

Will Cluett
Khuong Doan
David Zingg
Jean Zu

1. Welcome/Adoption of the Agenda

The Speaker, Professor Jonathan Rose, thanked members joining the Faculty Council meeting and welcomed all present. He noted that members had received the agenda on April 26.

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

THAT the agenda be adopted.

2. Memorial Tribute

The Speaker acknowledged the presence of Barry Spinner, who joined the meeting to hear the memorial tribute to his father, the late **Professor Emeritus Irving H. Spinner** of the Department of Chemical Engineering and Applied Chemistry.

The Speaker called upon Professor Doug Reeve to read the memorial tribute.

Emeritus Professor Irving Spinner died on January 5th, 2011 at the age of 88 after a brief illness. He is survived by his wife, Irene, three sons, Barry, Dan, and Ken, their wives, and four grandchildren. Irv's father died when he was a teenager and to help support his family, he entered the work-force before he was able to complete high school. During World War II, he joined the Canadian Artillery as a spotter, and was able, with the support of the education programme of the Department of Veterans' Affairs, to complete high school in England, and his BSc, MSc, and PhD in 1951, 1952 and 1954 respectively in the Department of Chemical Engineering and Applied Chemistry of the University of Toronto. On completing his PhD in the technology of ion exchange with Professor William F. Graydon, he returned to employment in industry as an engineer, joining the University as Professor in 1958.

Irv was a dedicated, innovative and hard working teacher, and was highly respected by his colleagues and students. He was a pioneer in the use of analogue computation in teaching process control, and developed novel and practical experiments illustrating steady and unsteady state processes and process control. He was also a pioneer in teaching Advanced Environmental Engineering at the graduate level.

Professor Spinner was the supervisor of a successful group of graduate students. With one, Dr. P.J. (Rocky) Simmons, he became co-inventor, in association with Professor Bob Hunter, of a novel ion-exchange technology, Recoflo. This technology was and continues to be the primary basis of a successful spin-off company, Eco-Tec Inc. in which Irv was a company founder shareholder.

He also co-founded Chemical Engineering Research Consultants Limited with W.F. Graydon and 11 other colleagues. This company continues to support government and industry through the professional services of academic staff in Chemical Engineering.

On retiring, Irv continued his academic activities at his home in Etobicoke and Florida, especially with colleague Professor Emeritus David Barham.

In his memory, family and friends are endowing a named scholarship, to be held in the Department of Chemical Engineering and Applied Chemistry.

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

THAT the Council of the Faculty of Applied Science and Engineering record with deep regret the death on January 5th, 2011 of Irving H. Spinner.

The Speaker stated that this memorial tribute will be inscribed into the minutes of this meeting and that a copy be sent to the family as an expression of the respect and gratitude of the members of Council.

Members of Council stood and observed one minute of silence in honour of the late Professor Emeritus Spinner.

3. Approval of the Minutes of the Previous Meeting

A member noted an error in the March 8, 2011 minutes, which were circulated on April 26. On page 11, in the fourth paragraph under the agenda item *Deferred Final Examinations*, the last sentence reads “Professor Coyle said that the Committee would also consider a retroactive **grade** including term work.” It should read “Professor Coyle said that the Committee would also consider a retroactive **withdrawal** including term work.”

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

THAT the minutes of the meeting of March 8, 2011 be approved as revised.

4. Report of the Dean

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

(a) Provincial Budget and Phase II Graduate Expansion

The provincial budget was approved in early April, identifying a growth of 60,000 new graduate and undergraduate spaces for Ontario universities.

The province’s current Phase II Enrolment Growth plans, particularly for graduate students, are winding down. Enrolment levels achieved for graduate students in September 2011 will become a baseline for future (Phase III) growth at the University, presenting Faculty with an opportunity to engage in the future growth of graduate students, and build toward our Academic Plan goal of re-balancing the undergraduate to graduate student populations.

The University is below target for Masters students and risks losing out on permanently funded spaces in Phase II. We and other Faculties are working toward increasing the number of Masters students admitted in September 2011.

Our Faculty’s efforts to increase recruitment, particularly of MEng students, include extending the application deadline to June 15, 2011, with on-going admissions; placing

one-time-only ads in student papers at Waterloo, McMaster and Queen's; and contacting alumni in the GTA to consider a revamped MEng with different certificate options from Entrepreneurship, Leadership, Innovation and Technology in Engineering (ELITE), Engineering and Public Policy (EPP), and Engineering and Globalization.

(b) UTFA and Workload Policy and Procedures

An outcome of the negotiations and award between the University and the University of Toronto Faculty Association (UTFA) is the establishment of Workload Policy and Procedures (WLPP).

Departments, units and institutes will establish their own Workload Policy Committees with broad representation from across the unit, chaired by their Chair or Director. The Committees will develop and maintain WLPPs that recognize the mission and activities of their unit. The Committees will begin their work in the autumn with the goal of having their WLPPs approved by the Dean by December 2011.

This new process provides our Faculty with an opportunity to creatively define an equitable workload, considering factors such as course preparation, class size, mode of delivery, numbers of PhD and MASc students supervised, and administrative tasks.

The Dean reminded members that workload includes service to the University and to the engineering profession, as well as membership on governing bodies and involvement as an UTFA representative. She stressed the importance of taking a vested interest in UTFA and bringing forward our Faculty's perspective at the table.

(c) Academic Plan

Dean Amon thanked those members of Council who provided input on the draft Academic Plan. Two final chapters of the Plan are being finalized and will be circulated for input: *Culture of Excellence*, and *Outreach, Collaboration and Influence*. After the Plan is finalized, it will be submitted to the Academic Board.

The Provost is drafting University-wide guidelines regarding the format of Academic Plan submissions to the Academic Board, for example, if the submissions should be a summary of the information presented in the overall Plan. The Provost is also considering the Academic Board's role in reviewing Academic Plans and whether the Board should receive Plans for information or for approval. More information will be provided over the next months, and our submission will be shaped accordingly.

(d) External Review: University of Toronto Institute for Aerospace Studies

On May 5 and 6, we will welcome two external reviewers to the Institute for Aerospace Studies: Tom Shih, Purdue University, Head of Aeronautics and Astronautics; and Arun Misra, Professor, Mechanical Engineering at McGill University.

Members of the Faculty who would like to offer comments regarding the review of UTIAS are invited to send them via email to Lisa Simpson-Camilleri.

(e) Appointment of Director, BioZone

Dean Amon congratulated Elizabeth Edwards, who has been appointed inaugural Director of BioZone, as established by Faculty Council in December 2010. Professor Edwards' term is from January 2011 to June 2014.

(f) Appointment of Chair, Department of Chemical Engineering and Applied Chemistry

Beginning July 1, 2011, Grant Allen will begin a five-year term as Chair of the Department of Chemical Engineering and Applied Chemistry. The Dean thanked Professor Allen for his continued service to the Faculty.

(g) Vice-Dean, Undergraduate: Advisory Committee and Call for Nominations

The position of Vice-Dean, Undergraduate Studies is available as of July 1, 2011. In accordance with the *Policy on Appointment of Academic Administrators*, an Advisory Committee has been established to recommend the selection of a new Vice-Dean. The Committee consists of:

Professor Cristina Amon, Dean, Faculty of Applied Science and Engineering (Chair);

Mr. Freddy Chen, Undergraduate Student and Vice-President Academic, Engineering Society;

Professor Brenda McCabe, Chair, Department of Civil Engineering;

Ms. Barbara McCann, Registrar, Faculty of Applied Science and Engineering;

Professor Wai Tung Ng, Associate Chair, Undergraduate Studies, The Edward S. Rogers Sr. Department of Electrical and Computer Engineering;

Dr. Graeme Norval, Senior Lecturer and Associate Chair & Undergraduate Coordinator, Department of Chemical Engineering and Applied Chemistry; and

Ms. Lisa Romkey, Senior Lecturer and Assistant Chair, Division of Engineering Science.

The Committee welcomes nominations for this position. Nominations, along with the justification for them, should be submitted to the Dean's Office by May 6, 2011.

(h) Convocation

Our Faculty will have two convocation ceremonies on June 15.

The first is at 10:00 a.m., with Honorary Graduand Anne Sado, President of George Brown College and alumna from Industrial Engineering, along with the undergraduate and graduate students from Civil Engineering, Electrical and Computer Engineering, Mineral Engineering, and Materials Science and Engineering.

The second is at 2:30 p.m., with Honorary Graduand Bert Wasmund, Hatch, and alumnus from Chemical Engineering and Applied Chemistry, along with the

undergraduate and graduate students from Aerospace Studies, Biomaterials and Biomedical Engineering, Chemical Engineering and Applied Chemistry, Engineering Science, and Mechanical and Industrial Engineering.

Dean Amon and a member from the floor encouraged Faculty and staff to attend the convocation ceremonies.

There were no further comments or questions, and the Dean's report was received for information.

5. Business Arising from March 8, 2011 Faculty Council Meeting

(a) Report Classification

At the March 8, 2011 Faculty Council meeting, members indicated that there is a lack of clarity and transparency regarding report classification levels (e.g. report for information versus major report) and how they are assigned.

The Speaker said that to address these concerns, the Report Template has been revised to include the classification levels as mandated in the Faculty's governance documents, and that the revised Report Template will be used on all future Standing Committee reports to Council.

(b) Deferred Final Examinations

At the March 8, 2011 Faculty Council meeting, *Report 3287: Deferred Final Examinations* was rejected as an item for Faculty Council's information, and a motion was carried to refer it to the April 28 Faculty Council meeting as a major report to be considered as a regular motion.

Using a PowerPoint presentation, Professor Tom Coyle, Chair of the Examinations Committee, provided additional details and context regarding the revised Report. He noted in particular a fact that may have been unclear when the guidelines were initially presented in March, that deferred examinations need not be released and can therefore be re-used.

At the conclusion of the presentation, it was moved and seconded

THAT the Faculty of Applied Science and Engineering formally introduce deferred examinations using the guidelines as indicated in *Report 3287 Revised*. This should take effect immediately.

The Speaker invited discussion.

A member asked if the motion needs a 2/3 majority of members present to carry, to which the Speaker responded that as a regular motion, it requires a simple majority of members voting.

A member asked for clarification about what was being approved: the idea that the Faculty introduce deferred examinations (subject to guidelines), or the guidelines themselves. Professor Coyle responded that both the idea and the guidelines are being brought forward for approval. He said that it is common practice for Committees to evolve guidelines over time,

with changes brought forward for Faculty Council's information, and encouraged members to trust the Examinations Committee to do this. Another member agreed, saying that any Committee would normally update its guidelines from time to time.

Another member disagreed, saying that these guidelines are a matter of importance requiring approval from Faculty Council, and that there is a clear procedure for this.

A member pointed out that approving the guidelines as part of the motion could make it difficult for the Examinations Committee to make future revisions. The Speaker said that the guidelines are not meant to be prescriptive, and Professor Coyle agreed that they are meant to be a basis for comparing cases, not set in stone.

A member noted that there are two types of deferred examinations in Arts & Science: the first are held the next time the course is offered, and the second are new examinations that would be taken as soon as possible. Another member commented on the promotions practice in Arts & Science, and the Registrar explained that Arts & Science promotes students on a credit basis, not term-by-term, so delaying the writing of deferred examinations would not necessarily hold up their students' promotions.

The following motion to amend was moved, seconded and after discussion, withdrawn:

THAT the motion:

That the Faculty of Applied Science and Engineering formally introduce deferred examinations using the guidelines as indicated in Report 3287 Revised. This should take effect immediately.

be amended as follows:

That **effective immediately**, the Faculty of Applied Science and Engineering formally introduce deferred examinations using the guidelines as indicated in Report 3287 Revised, **with the addition of the following as the first activity under *General Procedures for First Deferred Examinations***:

1. The Examinations Committee will recommend one of the following types of deferred examinations:

(a) a regular deferred examination, to be given the next time the course is offered, or

(b) a special deferred examination, to be given as soon as possible after the missed examination.

The regular deferred examination (to be given the next time the course is offered) shall be the preferred of the two options.

The original motion was again on the table for discussion:

THAT the Faculty of Applied Science and Engineering formally introduce deferred examinations using the guidelines as indicated in Report 3287 Revised. This should take effect immediately.

After discussion, it was moved and seconded that the above motion be amended as follows:

THAT the Faculty of Applied Science and Engineering formally introduce deferred examinations **when warranted, according to guidelines developed and updated periodically by the Committee on Examinations as described** in Report 3287 Revised. This should take effect immediately.

After further discussion, it was moved, seconded and carried that the above amended motion be subamended as follows:

That the Faculty of Applied Science and Engineering formally introduce deferred examinations when warranted, according to guidelines developed and updated periodically by the Committee on Examinations as described in Report 3287 Revised **and any changes be reported to Faculty Council**. This should take effect immediately.

The amended motion, as subamended, was then on the floor for discussion.

After discussion, it was moved and seconded that the above amended motion be subamended as follows:

THAT **effective immediately**, the Faculty of Applied Science and Engineering formally introduce deferred examinations when warranted, according to guidelines developed and updated periodically by the Committee on Examinations as described in Report 3287 Revised, and any changes be reported to Faculty Council, **with the addition of the following as the first activity under *General Procedures for First Deferred Examinations***:

1. The Examinations Committee will recommend one of the following types of deferred examinations:

(a) a regular deferred examination, to be given the next time the course is offered, or

(b) a special deferred examination, to be given as soon as possible after the missed examination.

The regular deferred examination (to be given the next time the course is offered) shall be the preferred of the two options.

After discussion on this proposed subamendment, it was then duly moved, seconded and carried

THAT the above subamendment be further subamended by deleting the last sentence: *“The regular deferred examination (to be given the next time the course is offered) shall be the preferred of the two options.”*

After further discussion, the following motion as amended and subamended was carried.

THAT effective immediately, the Faculty of Applied Science and Engineering formally introduce deferred examinations when warranted, according to guidelines developed and updated periodically by the Committee on Examinations as described in Report 3287 Revised, and any changes be reported to Faculty Council, with the addition of the following as the first activity under *General Procedures for First Deferred Examinations*:

1. The Examinations Committee will recommend one of the following types of deferred examinations:

(a) a regular deferred examination, to be given the next time the course is offered, or

(b) a special deferred examination, to be given as soon as possible after the missed examination.

The Speaker thanked members for their interest and input on this issue.

6. Appointments to Academic Appeals Board

Caroline Ziegler, Faculty Governance and Programs Officer, presented *Report 3300: Appointment to Academic Appeals Board*, explaining that two appointments to the Board are required, each for a three-year term starting in the 2011-2012 academic year. She stated that one appointment is to be confirmed and that the complete Report will be brought back for information at the first Faculty Council meeting of the 2011-2012 academic year, scheduled for October 6.

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

THAT Faculty Council approve the nominations of the Academic Appeals Board as outlined in Report 3300.

7. Adjournment

A member noted that quorum had been lost. The Speaker therefore stated that the remaining major report for Faculty Council's consideration, *Report 3293 Revised: Composition of Standing Committees: 2011-2012*, will be voted on by electronic ballot and that the complete Report will be brought back for information at the October 6 Faculty Council meeting.

Also because of the loss of quorum, the following information items will be brought forward at the October 6 Faculty Council meeting under Business Arising:

Report 3294: Faculty Council Meeting Dates, 2011–2012

Report 3298: Report of the Engineering Alumni Honours & Awards Committee

Report 3295 Revised: Report of the Admissions Committee

Report 3296 Revised: Proposed Curriculum Changes for the 2011–2012 Academic Year

Report 3297: Engineering Graduate Education & Research Committee Report

Recognition of Service

Teaching Assistant Award

The Speaker thanked members for attending and participating in the meeting. The meeting adjourned at 2:10 p.m.