



**Minutes of the Faculty Council Meeting of
Friday, October 18, 2013
12:10 – 2:00 p.m.
Michael E. Charles Council Chamber, Galbraith Building**

Present:

Tony Sinclair (Speaker)
Abdel H. Abdelmessih
Rachel Adams
Dionne Aleman
Grant Allen
Cristina Amon (Dean)
Jason H. Anderson
Joe Baptista
Jason Bazylak
J. Christopher Beck
Timothy Bender
Evan Bentz
Colin Bradley
Sharon Brown
Markus Bussmann
Jiaxin (Jansin) Chai
Yu-Ling Cheng
Paul Chow
Rossdan Craig
Mauricio Curbelo
Jeremy Dang
Jim Davis
Khuong Doan
Jennifer Drake
Carolyn Farrell
Peter R. Herman
Jennifer Hsu
Omar Ismail
Gina John
David Johns
Don W. Kirk
Mark Kortschot
Frank R. Kschischang
Raymond Kwong
Elias Kyriacou

Oliver Liang
Antonio Liscidini
Eric Ma
Milan Maljkovic
Brenda McCabe
Susan McCahan
Barbara McCann
Ashley McIlvena
Farid Najm
Wai Tung Ng
Jun Nogami
Graeme Norval
Felix Pany
Lacra Pavel
Madhushan Perera
Jane Phillips
Nelly Pietropaolo
Deeptanshu Prasad
Doug Reeve
Costas Sarris
Ali Sheikholeslami
Chandra Veer Singh
Brent E. Sleep
Fady Soliman
Micah Stickel
Deborah Tihanyi
Olev Trass
Shreyas Upadhyay
Shahrokh Valaee
Kevin Vincze
Peter Weiss
Lydia Wilkinson
Christopher Yip
Paul Yoo
Wei Yu
Ding Yuan
David Zingg
Jean Zu

Guests:

Ghulan Arshad
Narges Balouchestani Asli
Jane Chung
Christina da Rocha-Feeley
Sonia de Buglio
Stephanie Gaglione
Lobna El Gammal
Omar Haggag
Jan Haugan
Madelyn Herschorn

Janet Hunter
Anthony Morra
Nishanto Nahid Pishon
David J. Rees
Adam Rosenfield
Cristina Sewerin
Anamjit Sivia
Chirag Variawa
Geoff Wichert
Chris Zhu
Caroline Ziegler

Regrets:

Rejuana Alam
Dean Brian Corman
Joseph Dongchan Lee
Murray Grabinsky
Bryan Karney
Jonathan Kelly
Khoman Phang

1. Welcome / Adoption of Agenda

The Speaker, Tony Sinclair, thanked members joining the first Faculty Council meeting of the 2013-2014 academic year and welcomed all present, in particular undergraduate and graduate Faculty Council student members.

He noted that the agenda and documents were distributed on October 4.

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

THAT the agenda be adopted.

2. Approval of Minutes of Previous Meeting

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

THAT the minutes of the meeting of April 18, 2013 be approved as circulated.

3. Introduction of New Faculty Member

Farid Najm, Chair of the Edward S. Rogers Sr. Department of Electrical and Computer Engineering, introduced his new faculty member, Ding Yuan.

Brent Sleep, Chair of the Department of Civil Engineering, introduced his new faculty member, Jennifer Drake.

4. Report of the Dean

Dean Amon welcomed Markus Bussmann, our new Vice-Dean Graduate Studies; Christopher Yip, the new Director of IBBME; and Brent Sleep, the new Chair of the Department of Civil Engineering to their first meeting of Faculty Council in these new roles, and thanked them for their service to the Faculty.

She also welcomed the many newcomers to the Faculty Council meeting, including student representatives and guests.

(a) Task Force to review the Constitution of Faculty Council

In September 2012, the Dean's Task Force to Review the Faculty's Constitution, including its membership composition, was struck. The review of the constitution was separated into two parts: revisions to the Constitution to bring it into alignment with the University of Toronto's best practices and to reflect changes to its delegated authority, and an examination of the composition of Council.

At its April 2013 meeting, Council approved changes to modernize and standardize the language in our Constitution, and the authority delegated to our Faculty to approve items such as modifications to existing programs, termination of certificates, and graduate emphases.

After extensive consultation and meeting with the Chair of the Task Force, Phil Byer, the Dean has decided not to act on the recommendation to consider changing Faculty Council's composition at this time.

To increase representation at Council, Chairs and Directors have committed to encouraging members to attend meetings, and to engage members, at each meeting we will try to include discussion of at least one topic of broad interest which is not yet completed, so that members can provide early and meaningful input. Today we have added a discussion on the "2+3" engineering pathway with UTM, as well as a discussion on a proposed Minor in Biomedical Engineering.

The Dean thanked the members of the Task Force for their tremendous effort.

(b) Engineering Human Resources Office

The Faculty has grown significantly over the last decade and our human resource needs have expanded. After receiving input from the Faculty's academic and administrative leaders, it was decided that a Faculty-dedicated human resources office was required in order to support the ambitious goals in our Academic Plan.

The Engineering HR office has been created and is now fully staffed: Karen Lewis, former Director of HR, has retired, and Emma Scully has taken on the new role of Manager, HR for Engineering. In addition, Lisa Camilleri has been appointed the Faculty's Assistant Dean, Administration and is responsible for the strategic management of the Engineering HR office and academic HR services.

(c) External Reviews

Last May, the Edward S. Rogers Sr. Department of Electrical and Computer Engineering, and the Department of Materials Science and Engineering underwent external reviews.

External reviews for the Department of Mechanical and Industrial Engineering and the Faculty's Engineering Communication Program will take place on November 4 and 5. Members are encouraged to provide input.

Not only are these reviews important to the Province for quality assurance, they are extremely valuable to the departments and to the Faculty as a self-study and critical reflection on our progress, and allow us to focus our plans for the future.

(d) CEIE Update

We are making progress on the new building, the Centre for Engineering Innovation & Entrepreneurship. As members are aware, we selected Montgomery Sisam Architects last spring and have been working with them on the design. The building has the potential to add another 10% of space to the Engineering Precinct with a proposed 7,200 NASMs on top of our 65,000 NASMs.

The CEIE has been designed to foster and promote collaboration, housing a 500-seat auditorium – the only lecture hall of its kind in North America – which will feature small-group seating and highly interactive learning and communications technology. It will also include TEAL rooms, design meeting rooms, dry labs, a light fabrication facility, a MEng hoteling suite, and a lower level geared toward student club activities.

We have already secured over \$50M, with \$23M from the generous donations of our alumni and friends. This includes a \$1M commitment from students through the Engineering Society, which will go toward the lower level previously mentioned. This is a testament to students' perception of the value of this facility, and we thank them for their generous support.

As with any major project of this kind, there are still challenges to be addressed. These include the proposed envelope, which still has to be approved by the City of Toronto; changes requested by the University Design Review Committee; ensuring that there are no heritage issues related to the Transitional Year Programme House; working out the final details of parking; and securing the remainder of funding, although this is very positive.

We are optimistic that we will be able to start construction in the summer of 2014, with completion scheduled for late 2016.

(e) Trip to Asia

As mentioned, our fundraising efforts in support of the building are going well. We have formed alumni fundraising committees in five countries in Asia-Pacific, with combined goals of close to \$5-million in support of the CEIE building. The Dean will be visiting alumni in Seoul, Hong Kong, Indonesia, Singapore and Taipei in late November, her second trip this year. She also visited this region last October.

(f) Annual Reports

We have published our 5th Annual Report of Performance Indicators, as well as the inaugural edition of our report for external audiences, *Where Innovation Thrives*. These reports are one of the ways in which we measure our progress towards achieving our Academic Plan goals, which will be discussed later in the meeting.

(g) Dean's Town Hall

Last week we held the first Dean's Town Hall of this academic year in partnership with the Engineering Society. The Dean was pleased to see our students so animated when discussing career and professional development services, learning support services, and inclusivity. Some very good ideas were raised at the meeting, including assigning student mentors to our international students to show them around the city and immerse them in our local culture.

(h) Convocation

The Dean reminded members that a large group of our students will be convocating on November 12 from 10:00 a.m. to 12:00 p.m., and encouraged members to attend.

5. Academic Plan Update

Two years ago, Faculty Council approved our Academic Plan which includes measurable goals in seven key areas that will take us to 2016. These key areas are positioning; culture of excellence; educating future engineers; student experience; research foci; outreach, collaboration and influence; and resource allocation.

We continue to make measurable progress in advancing our goals. The Dean provided a brief summary of the key accomplishments highlighted in our Year 2 Progress Report, a full copy of which will be published in our Faculty newsletter next week and will be made available on our website.

(a) Positioning

We have published the Faculty's 5th internal Annual Report of Performance Indicators, created a shorter external report, *Where Innovation Thrives*, which presents the accomplishments of our Faculty over the past year, and are in the final stages of editing our corporate brochure which will also integrate a series of department-centric and research inserts.

(b) Culture of Excellence

Our culture of excellence continues to strengthen. In 2012-2013, we once again placed as the top Engineering School in Canada in all international rankings. In 2013, we placed #12 in the Academic Ranking of World Universities, up one spot from last year. These rankings increase our international reputation and enable us to attract some of the best and brightest students and faculty.

Our international enrolments have increased to 21.2% for undergraduate programs, and 22.5% for graduate programs. We are also increasing our gender diversity, with women now representing 26.2% of graduate population and 25.4% of our first-year undergraduate class.

(c) Educating Future Engineers & Student Experience

Our student diversity continues to broaden, with over 200 exchange students from Brazil, Australia, France, Mexico and Switzerland, to name a few. We will look at areas to expand where we have less representation.

We are continuing to integrate technology into the learning experience. Our expanded online offerings include two first-year courses, Calculus for Engineers I and II, with 38 students registered in fall 2013, and in the winter of 2013 we offered our first inverted classroom core course, ECE221 – Electricity and Magnetism, where students watch lectures online before class, and work on problem sets and conceptual elements during class.

The Entrepreneurship Hatchery was formally established in 2013. Its summer mentorship program provided more opportunities for students to participate in the program, and tools, resources and support were provided to 18 teams of students (involving 44 students) who worked on prototyping their innovative ideas with guidance from experienced entrepreneurs.

In the past academic year, we introduced a graduate certificate program in Financial Engineering, program emphases in Advanced Water Technologies and Process Design and in Sustainable Aviation, and a Master of Engineering in Cities Engineering and Management (MEngCEM).

(d) Research Foci

We have increased participation in Tri-Council funding, including Canadian Institutes of Health Research (CIHR) and Natural Sciences and Engineering Research Council (NSERC), and were awarded four additional Tier-II equivalent CRCs as a direct result of growth in our Tri-Council share.

The Dean concluded her update by stating that our Faculty has accomplished a great deal over the past two years but there is still much to do, and said that she looks forward to continuing our work together to reach our goals in our pursuit of excellence.

A member asked the Dean if the two online courses mentioned in the update are part of edX. The Dean said they are not, but stated that an additional course, Our Energetic Earth taught by Professor Bryan Karney, will be offered via edX.

In response to another member's question, First Year Chair, Micah Stickel stated that there has not been additional formal feedback regarding online teaching, but the informal feedback received so far has been positive. He further stated that feedback would continue to be assessed throughout the term. Dean Amon added that lecture capture will be used in an increasing number of courses, and that this type of blended education will be beneficial to students.

6. Business Arising from Previous Meeting

(a) Faculty Council Standing Committee Update

Report 3400 is an update to the membership of Faculty Council standing committees, which was first reported at the April 18, 2013 Council meeting.

In response to a question, Caroline Ziegler, Faculty Governance and Programs Officer, stated that the updates pertain to student members.

The report was received for information.

7. Undergraduate Curriculum Changes for 2014-2015

Graeme Norval, Chair of the Undergraduate Curriculum Committee, presented Report 3391 Revised which includes changes to the curriculum in Materials Science and Engineering, Mechanical and Industrial Engineering, and the Engineering Communication Program.

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

THAT the changes to the undergraduate curriculum for the 2014-2015 academic year be approved.

A member asked if the decisions to move MIE341S – Mechanical Engineering Design from 3S to 2F, and MIE258F – Engineering Economics and Accounting to 3F, are final. Jean Zu, Chair of the Department of Mechanical and Industrial Engineering, responded that the decision to move MIE341S and thus strengthen engineering design in MIE is required by the Canadian Engineering Accreditation Board, and that the only course that can be moved to 3F is MIE258. She also pointed out that delivering Engineering Economics in third year is common across the Faculty.

The motion carried.

8. Academic Appeals Board Annual Report, 2012-2103

Evan Bentz, Chair of the AAB, presented Report 3390, a summary of the number of appeals brought in the previous year and the disposition of those appeals.

There was no discussion and the report was received for information.

9. Reports and Recommendations of Standing Committees

(a) Engineering Graduate Education Update

Markus Bussmann, Chair of the Engineering Graduate Education Committee, presented Report 3392 Revised which lists 11 new courses, a new graduate emphasis in Sustainable Aviation, and the introduction of the flex-time option in the PhD programs in the Institute for Aerospace Studies and in the Department of Chemical Engineering and Applied Chemistry.

There was no discussion and the item was received for information.

(b) Admissions Cycle Update 2013

Jason Anderson, Chair of the Admissions Committee, presented Report 3394, an update on the record-setting 2013 admissions cycle, which saw for the first time in the history of the Faculty over 10,000 students from 107 countries applying for admission. This is a ~10% increase in applicants over last year and nearly a 40% increase in applicants since 2008. Professor Anderson also discussed the effects of the labour action taken by Visa Processing Officers at Canadian embassies; the admission of five students as part of the MasterCard Foundation Scholarship program announced by President Naylor earlier this year; and the results of the inaugural President's Scholars of Excellence Program.

In response to a question, Professor Anderson clarified that our Faculty was initially concerned that the labour action would prevent admitted international students from having their visa applications processed before September, however, because our international offers went out early, this was not a major problem. He also stated that a more detailed admissions update will be provided at the December Council meeting.

The item was received for information.

(c) FASE Guidelines and Procedures for the Student Evaluation of Teaching in Courses

Wei Yu, Chair of the Teaching Methods and Resources Committee, presented Report 3393 which describes the validation process for the faculty-level questions and the resulting minor changes as approved by TMRC; the administration of online teaching evaluations starting Fall 2013; the evaluation of Teaching Assistants; and the reporting of the teaching evaluation results and sharing of results with students.

Members discussed the lead time and window in which faculty can choose instructor questions. Professor Yu confirmed that students can only evaluate the section for which they are registered (according to ROSI), even if they attend a different section. A member asked if, in the case of team-taught courses, evaluations can occur throughout the course, and Professor Yu stated that evaluation will only occur at the end of the course. In response to another question, Professor Yu confirmed that faculty will be able to access the teaching evaluation results posted on Blackboard.

The item was received for information.

(d) Undergraduate Curriculum Committee Goals for 2013-2014

Graeme Norval, Chair of the Undergraduate Curriculum Committee, presented Report 3396, a list of the Committee's major activities expected for the year. These include an adjustment to Materials Science and Engineering's second-year program; changes to Engineering Science's options and courses; a proposal for a Minor in Biomedical Engineering; a proposal for a "2+3" degree pathway at the UTM and St. George campuses; recommendations from the First-Year Task Force that may impact curriculum; and if time permits, normalizing the implementation of elective selection and timetabling across the Faculty.

There was no discussion and the item was received for information.

(e) Scholarships and Awards Committee Goals for 2013-2014

Graeme Norval, Chair of the Scholarships and Awards Committee, presented Report 3397 which describes the Committee's goals for the year. These include improving conformance with the University's policy on use of encrypted data and compliance with FIPPA; discussing if there should be a set minimum cash value for awards; improving the response rate and interface of the e-portfolio tool; and monitoring the introduction of the co-curricular record.

Members discussed the important non-monetary value of scholarships. A member reminded the Committee to check references provided by students, when deciding on scholarship recipients.

The item was received for information.

10. Engineering at UTM

Micah Stickel, Chair of First Year, presented Report 3395 for discussion purposes. The report describes a degree pathway for students that will allow them to be admitted and registered as FASE students, spend the first two years of their program at UTM, then – providing they satisfy the relevant engineering promotion regulations – join the engineering department of their choice at St. George to complete the final three years of their engineering degree program. This pathway will enable students to gain additional experience and qualifications by allowing them to graduate with a UTM minor or major in addition to their engineering degree.

Members discussed the validity of the questionnaire; the demand for the proposed pathway; the challenge of integrating engineering students at UTM and St. George and the extra transition that will be required as UTM students move between campuses; and the potential increase in student diversity as a result of alternate pathways for students.

Members also discussed the ability of students to shape their curriculum to accommodate an Arts & Science major or minor; the history of "self-initiated minors" at St. George; concerns over year 2 enrollment at St. George; engineering admissions standards at UTM; and the possible impact of the Interdivisional Teaching Agreement being negotiated between FASE and the Faculty of Arts & Science at St. George.

The Speaker encouraged members to send any additional comments to Dr. Stickel, and stated that the proposal, addressing the comments provided, will be brought forward to a subsequent governance cycle for approval.

11. Other Business

(a) Minor in Biomedical Engineering

Christopher Yip, Director of the Institute of Biomedical and Biomaterials Engineering, presented a verbal update on the proposal to create a Minor in Biomedical Engineering.

The minor is designed for undergraduate engineering students who are interested in applying their engineering knowledge to applications specifically in the health care sector, and will prepare students for direct entry into the applied biomedical engineering industry with a proficient degree of specialization for the biomedical technology industry.

In order to expose students to the concepts of biomedical engineering right from the start of their programs, the proposal will include the creation of a co-curricular seminar series that will be open to all students as early as Year 1. In addition, enrolled students will be paired with an IBBME faculty mentor as early as the winter term of Year 1.

The proposal will be submitted to the Executive Committee and Council for approval at a subsequent governance cycle, and it is anticipated that the minor will be launched in September 2014.

12. Date of Next Meeting

The next Faculty Council meeting is on December 11, 2013.

13. Adjournment

The meeting was adjourned at 2:00 p.m.

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