

Faculty of Engineering

Executive Committee

Meeting 2020.02

13:00 Feb 24, 2020, in room CBY 707

PRESENT

J. Beauvais (Dean),
M. Dubé (Vice-Dean, Research),
M. Labrosse (Vice-Dean, Undergraduate Studies),
J. Zhang (Vice Dean, International),
D. Taylor (Vice Dean, Quality Assurance & Teaching Innovation),
T. Lethbridge (Vice-Dean, Governance),
C. D'Amours, (Director, EECS),
C. Adams (EECS – CSI),
C. Rennie (Chair, CVG),
N. Baddour (Chair, MCG),
B. Kruczek (Chair, CHG),
S. Gandolfini (Chief Administrative Officer),
H. Howes (Manager of Development),
F. Bouchard (Manager of Outreach),
V. Samson (Manager of Marketing and Communications),
K. Bournes (Alumni Relations Officer),
L. Roy (Assistant to the Dean)

EXCUSED

L. Peyton (Vice-Dean, Graduate Studies)

20.02.01 Approval of the Agenda

The agenda was approved.

Written reports were circulated from the Vice Deans of Graduate Studies, Undergraduate Studies, and QATI as well as the Manager of Outreach, and Marketing and Communication.

20.02.02 Minutes of the last meeting (January 2019)

The minutes of the previous meeting had been approved electronically.

20.02.03 Business arising

Dr. Lethbridge had presented a workshop on Uniweb on Feb 12.

20.02.04 Update from the Dean

Health and Safety Update

There was an incident in STEM 137 when a person was using a sanding belt, and their finger was drawn into the mechanism.

Cybersecurity Update

Since June 2019, 31 phishing scams occurred in our Faculty, 11 malicious activities, and one compromised account.

The Dean discussed various statistics. In particular, 14% of academic staff (including part time professors) have completed the cybersecurity training. Statistics are better for support staff.

Executive Retreat

The Dean noted that there are some interesting posts on IdeaScale, but not much discussion of the ideas. Dr. Lethbridge posted a set of potential invitees, and he invited comments on this. The Dean posted the current Faculty priorities to IdeaScale.

We received the budget last week, and the Dean's initial impression is that it is positive for us.

Accreditation 2020

The Vice Dean QATI gave a short presentation about plans for Accreditation. Slides came from a presentation given by Engineers Canada. He said that there should be data from 3-5 courses for each GA. Also, there should be evidence of data that prompted consideration of change, even if it was ultimately decided not to make any change. On June 4th, there will be a pre-visit meeting to discuss the GA process with a visiting team member.

Washington Accord visitors will be assessing the CEAB during the visit to us.

Professors teaching Engineering courses will need to provide good, poor and mid-level student work samples, although when there are many assignments a sample of assignments will do. Sept 19th will be the deadline for materials.

For IQAP, the report will be due around the middle of June.

There was discussion of P.Eng. requirements for accreditation.

Other Matters

We have tables to fill at the Gala of the Engineering Institute of Canada and the Engineering Charity Ball.

20.02.05 Presentation -Undergraduate Studies (M. Labrosse)

The Vice-Dean Undergraduate Studies discussed his three-year outlook. He pointed out that we are at capacity. Some of our issues are promoting female and francophone registration, ensuring retention and increasing graduation rate.

The undergraduate office has a comprehensive plan for early detection of students at risk of failure. A new structure has been implemented for the mentoring centre. He emphasized the need for mental health support during the registration period, particularly when students discover in January that they have failed courses.

There has been improvement in the student waiting space. The Undergraduate Office is also planning to implement a wait-line management application. There will be a self-service computer station to help students fill out forms if they don't have a laptop with them. There will be a web portal for submitting online requests and a call centre. The Undergraduate Office is working on streamlining processes, and are continuing to conduct surveys of students who have used their services.

We are courting local school boards and are offering dual-credited courses to high-school students. We need to study how students are being taught at high school. There was discussion of this. There was also discussion of the recent VIP event. More professor ambassadors are needed.

There was discussion of the Declaration of Personal Experience pilot project. The Vice Dean talked about outreach, about pathway agreements with colleges, and about indigenization of the Engineering curriculum. Some approaches to improve equity were discussed.

There was discussion of revitalization of undergraduate programs. Possibilities include mandatory co-op in additional programs, allowing students to stay an extra year to get a Master's degree, online courses, stackable credentials, micro-credentials, and flexible interdisciplinary designer degrees. Blue sky thinking is needed.

20.02.06 Presentation –Administration & Governance (J. Beauvais)

The Dean pointed out that current priorities include coping with the large increase in numbers of students, balancing teaching workload with other workload types, increasing the number of research-focused grad students, increasing external research funding and partnerships, revitalizing M.Eng. programs, increasing the number of applicants listing us as first choice, as well as improving our health and safety culture. With the intent of updating the Faculty's 3-year plan, the discussions at the upcoming Faculty executive committee retreat should include these as well as other priorities. It was suggested that among these, we should also discuss leveraging teaching technology to facilitate teaching excellence..

Our consultation approach includes meetings with all stakeholders within the faculty and with the upper administration.

The growth in students during recent years has not been accompanied by growth in faculty and staff.

We have challenges regarding the engineering design program that was cancelled by NSERC. Office space and research space are critically short.

Philanthropy and alumni relations have been very positive. Several approaches to generating new revenue are being explored, including continuing education.

The Dean discussed issues that 'keep him up at night'.

20.02.07 Questions relating to written reports

There was some discussion about outreach.

The graduate poster competition is March 3rd.

20.02.08 Adjournment

The meeting ended at 14:48.

Timothy C. Lethbridge, Vice-Dean (Governance)